

	Sat 9/1	Sun 9/2	Mon 9/3
	EWM AWAY		
7am			
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			

	Tue 9/4	Wed 9/5	Thu 9/6
			Stay at The Battle House Renaissance Mobile Hotel & Spa @ The Battle House Renaissance
7am		EWM/Allis on meet 7:05am - 7:	
8am		Tollgate #2 - OPM/GSA @ EEOB248 7:30am - 9am	(b) (6) @ South Court Auditorium, EEOB 7:30am - 8:
9am			Administrator's Daily Huddle @ 6159 9am - 9:30am
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	EWM travel time to PMC Executive Meeting 9:30am - 10am
	Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Desk Time 10am - 10:30am	September PMC Executive Meeting @ USDA, 1400 Jefferson Drive SW: Secretary's Conference Room, 200A 10am - 11:30am
	Desk Time 10:30am - 11am	EWM Weekly Communications Huddle @ 6159 10:30am - 11:30am	
11am	PBS Bi-weekly Check-In @ 6159 11am - 12pm		
12pm		EWM travel time to lunch 11:30am - 12pm	EWM travel time to DCA 11:30am - 12pm
	EWM/Allison/Mary to Tollgate #2 Prep @ 6159 12:15pm - 12:45pm	EWM to lunch (b) (6) @ Old Ebbitt Grill, 675 15th St NW, Washington, DC 20005, USA 12pm - 1pm	LUNCH at DCA 12pm - 1pm
1pm	LUNCH 12:45pm - 1:30pm	EWM travel time to GSA 1pm - 1:15pm	
		EWM/FAS to OASIS on- 1:15pm - 1:45pm	
2pm	EWM/Alan Weekly Catch-Up @ Dining Room 1:30pm - 2pm	TTS Selection Committee Meeting @ 1800 F Street NW, Room 6159 (A-Suite) 1:45pm - 2:45pm	AA Flight 518 (DCA - CLT) 1:44pm - 3:25pm
	EWM Meet & Greet with Kelly Artz @ 6149 2pm - 2:30pm		
	Desk Time 2:30pm - 3pm		
3pm	FY 2020 PTT Follow-up @ 6120 3pm - 3:30pm	Desk Time 3pm - 4pm	
	EWM/Saul/Jack travel time to Hill 3:30pm - 4pm	EWM to Sync Up with Jeff 3:15pm - 3:30pm	
4pm	EWM to meet with Senator Richard Shelby, R-AL @ 304 Russell Senate 4pm - 4:30pm	Emily/Dan 1:1 Weekly @ 6159 4pm - 4:30pm	
	EWM/Saul/Jack travel time to GSA 4:30pm - 5pm	CALL - EWM/Dan to speak with U/S Kelley, DoC 4:30pm - 5pm	
5pm	Do Not Schedule 5pm - 7pm	EWM to Bi-weeklyl 1:1 with Mark	AA Flight 5232 (CLT - MOB) 4:50pm - 6:40pm
	5pm - 7pm Do Not Schedule	5:15pm - 5:45pm EWM to Bi-weeklyl 1:1 with Mark McHale @ 6pm - 6:30pm EWM/Allison travel time to dinner 6:30pm - 8pm EWM/Allison to dinner with (b) (6) @ Pinea,	7pm - 7:30pm Check in to Battle House Renaissance Hotel @ The 8:30pm - 10:30pm Dinner with GSA and (b) (6) @ Ruth's

	Fri 9/7	Sat 9/8	Sun 9/9
	Stay at The Battle House Renaissance Mobile Hotel & Spa @ The Battle House Renaissance		
12am		AA Flight 1974 (CLT - STL) 12am - 12:15am	
3am		Car Travel to Lodge of the Four Seasons @ The Lodge of Four Seasons, 315 Four	
		Check in to Lodge of the Four Seasons Hotel 3:15am - 3:45am	
10am		EWM to Speak at MINK Conference @ Granada Ballroom 10am - 11am	
11am			
12pm			
1pm	Lunch at Dauphin's @ Dauphin's, RSA Bank Trust Building, 107 St Francis St #3400, Mobile, AL 36602, USA 12:30pm - 1:30pm		
2pm	Travel Time to Mobile 1:30pm - 1:45pm	EWM to Record Video Footage @ Mobile Courthouse 1:45pm - 2:00pm	
3pm	EWM to Mobile, AL Courthouse ceremony @ 61 St Joseph St, Mobile, AL 36602, USA 3pm - 5pm		
4pm			
7pm			
8pm	AA Flight 5232 (MOB - CLT) 7:10pm - 8:55pm		
	10:24pm - 12am AA Flight 1974 (CLT - STL)		

	Mon 9/10	Tue 9/11	Wed 9/12
9am	(b) (6) (b) (6) 8:30am - 9:30am	EWM/RA's coffee @ 6159 9am - 10am	EWM/Allison travel time to EEOB 9am - 9:30am
10am	EWM Weekly Communications Huddle @ 6159 9:30am - 9:45am Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Administrator's Daily Huddle @ 6159 10am - 10:30am Desk Time 10:30am - 11am	EWM/Allison to attend OMB Federal Workforce Symposium @ EEOB, South Court Auditorium 9:30am - 11:40am
11am	A-Suite Weekly Meeting with the Administrator @ 6159 10:45am - 11:15am	EWM to OSBU VetForce 11:15am - 11:30am Desk Time 11:30am - 12pm	
12pm	EMW/Allison/OCE to briefing @ 6159 11:30am - 12pm LUNCH 12pm - 1pm	LUNCH 12pm - 1pm	EWM/Allison travel time to 11:45am - 12pm Lunch with Regional Administrators @ 6120 12pm - 1pm
1pm	Desk Time 1pm - 1:30pm	Desk Time 1pm - 1:30pm	For Awareness on Calendar - OMB Federal Workforce Symposium 12:30pm - 5pm Desk Time 1pm - 1:30pm
2pm	Lease Cost Savings Plan/FASTA Follow Up Meeting @ 1800 F Street NW; Room 6120 1:30pm - 2:30pm	EWM/Jack/Saul/Jeff Post/Jack Sync Up @ 6159 1:30pm - 2pm EWM to coffee with (b) (6) @ Greenberry's Coffee, 1805 E StNW, 2:15pm - 2:45pm	EWM to stop by OGP Supervisors 1:30pm - 1:45pm CALL - EWM and Senator Ernst @ 2pm - 2:30pm Desk Time 2:30pm - 3pm
3pm	Desk Time 2:30pm - 3pm Call - EWM (b) (6) @ EWM to Call 3pm - 3:30pm	EWM/OCIA to pre-brief 3pm - 3:30pm Monthly Reminder: GETS/WPS TEST 3:30pm - 4pm	EWM/RA wrap-up meeting @ 6159 3pm - 4pm EWM/Eugenia to meet @ 6159 4pm - 4:30pm EWM/FAS to Multiple Award 4:30pm - 5pm
4pm	Desk Time 3:30pm - 4:15pm EWM/FAS to TDR follow-up discussion @ 6120 4:15pm - 5pm		
5pm	EWM/OCIA sync up @ 6120 5pm - 5:30pm Travel Time to Dinner 5:30pm - 6pm		EWM travel time to EEOB 5pm - 5:30pm EWM to attend Workforce Symposium VIP Reception @ EEOB, Secretary of War Suite, 230A 5:30pm - 7pm
6pm	EWM/Dan to dinner with (b) (6) @ Ris, 2275 L St NW, Washington, DC 20037, USA 6pm - 8pm		
7pm			
8pm			(b) (6)

	Thu 9/13	Fri 9/14	Sat 9/15
	12am - CANX: (Fahey) Software Provenance Update (UNCLASSIFIED) @ 3F185 ?		
8am	Reminder: Cocktail Attire for dinner 8am - 8:30am		
9am		Administrator's Daily Huddle @ 6159 9am - 9:30am	
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am Desk Time 10am - 10:30am EWM/Brian to meet 10:30am - 11am	EWM to keynote CXO Fellowship Graduation @ 1800 F Atrium 9:30am - 11am	
11am	Desk Time 11am - 11:30am	Desk Time 11am - 11:30am	
12pm	LUNCH 12pm - 1pm	Call w/ Emily Murphy @ 202-11:30am - 11: Weekly Lunch Meeting @ 6120 12pm - 1pm	
1pm	EWM/Jeff to review CXO remarks @ 6159 1pm - 1:30pm	Desk Time 1pm - 1:30pm	
2pm	Desk Time 1:30pm - 2:30pm	EWM/Alan Weekly Catch-Up @ Dining Room 1:30pm - 2pm FAS Training Conference Briefing @ 6120 2pm - 3pm	
3pm	Bi-Weekly Check In with Jessica @ 6159 2:30pm - 3pm	Desk Time 3pm - 3:30pm	
4pm	EWM/Rob/Jack to brainstorming meeting @ 6159 3:15pm - 4pm		
5pm	Desk Time 4pm - 4:30pm Emily/Dan 1:1 Weekly @ 6159 4:30pm - 5pm Prep for Dinner 5pm - 5:30pm	Do Not Schedule 4pm - 5:30pm	
6pm	EWM travel time to Economic Club event EWM to attend Economic Club 32nd Anniversary Celebration Dinner @ Washington Hilton, 1919 Connecticut Ave NW, Washington, DC 20006 6pm - 9pm	(b) (6) 5:30pm - 6:30pm	

	Sun 9/16	Mon 9/17	Tue 9/18
9am			
10am		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Administrator's Daily Huddle @ 6159 9:30am - 10am
11am		A-Suite Weekly Meeting with the Administrator @ 6159 10:45am - 11:15am	Desk Time 10am - 11:15am
12pm		EWM Weekly Communications 11:30am - 11:45am	Monthly Acquisition Coordination meeting @ 6159 11:15am - 12pm
		EWM/Pam/Donna a travel time @ 11:45am - 12:00pm	
		EWM to appointment with Pam & Donna (b) (6)	LUNCH 12pm - 12:30pm
1pm		LUNCH 1pm - 2pm	EWM travel time to NCR 12:30pm - 1pm
2pm		EWM/Pam/Donna travel time to GSA 2pm - 2:30pm	Coffee Chat with Emily @ NCR 1pm - 2pm
3pm		Desk Time 2:30pm - 3pm	EWM travel time to CO 2pm - 2:30pm
		GSA/OMB Huddle @ (b) (6)	CALL - EWM to speak with Lira 2:30pm - 3pm
4pm		GSA/OMB Huddle @ (b) (6)	GSA/OPM/OMB ESC Call re: timelines @ (b) (6)
5pm		Desk Time 4pm - 4:30pm	EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 4pm - 4:30pm
		EWM/Allison/OCE/FAS to Annual Customer/Supplier Survey briefing @ 6159 4:30pm - 5:15pm	CALL - EWM (b) (6) @ 6159 4:45pm - 5:15pm
6pm			EWM/Jessica travel time to dinner @ 6159, then uber to dinner 5:30pm - 6pm
7pm			(b) (6) Steakhouse, 809 15th St NW, Washington, DC 20005, USA 6pm - 7:30pm
8pm			

	Wed 9/19	Thu 9/20	Fri 9/21
8am		(b) (6) South Court Auditorium, EEOB 7:30am - 8:30am	
9am			(b) (6) 9am - 5pm
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
	EWM/FAS/OGC to ATLAS Update @ 6159 10:15am - 10:45am	Desk Time 10am - 11am	
11am	GSA/OMB CAP Goal 5 Check-in @ GSA, 1800 F Street NW, Room 6159 11am - 12pm	EWM/Alan Weekly Catch-Up @ Dining Room 11am - 11:30am	
12pm		EWM/Allison travel time to lunch 11:30am - 12pm	
	Lunch 12pm - 1:15pm	EWM/Allison to lunch @ Tredici Enoteca, 2033 M St NW, Washington, DC 20036, USA 12pm - 1:30pm	
1pm			
	FAS Bi-Weekly Check-in @ Conference Room 6159 1:15pm - 2:30pm	EWM/Allison travel time to GSA 1:30pm - 2pm	
2pm		EWM/Allison to meet & greet with Beth Killoran @ 6159 2pm - 2:30pm	
	Desk Time 2:30pm - 3pm	Desk Time 2:30pm - 4pm	
3pm	EWM to Bi-weeklyl 1:1 with Mark McHale @ 6159 3pm - 3:30pm		
	Desk Time 3:30pm - 4pm		
4pm	EWM/Allison/Alan to Meet South Korean Public Procurement Service Administrator @ 6159 4pm - 5pm	PBS Bi-weekly Check-In @ Conference Room 6159 4pm - 4:30pm	
		Sync on HRS Brief @ 6151 4:30pm - 5pm	
5pm	Desk Time 5pm - 5:30pm	CALL - EWM to speak with Margaret 5pm - 5:05pm	
	Travel time EEOB 5:30pm - 5:45pm		
6pm	EWM/Sean travel time to (b) (6) 6pm - 6:15pm	EWM travel time to dinner 6pm - 6:30pm	
7pm	(b) (6) 800 16th St NW, Washington, DC 20006, USA	EWM (b) (6) @ Le DeSales, 1725 Desales St NW, Washington, DC 20036, USA 6:30pm - 8pm	

	Sat 9/22	Sun 9/23	Mon 9/24
	OFF		
9am			
10am			EWM Weekly Communications Huddle @ 6159 9:30am - 9:45am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			A-Suite Weekly Meeting with the Administrator @ 6159 10:45am - 11:15am
			Desk Time 11:15am - 12pm
12pm			EWM/Eugenia/Ann Galindo-Marrone, Office of Special Counsel to meet @ 6159 12pm - 1pm
1pm			LUNCH 1pm - 2pm
2pm			EWM to provide opening remarks at Agency-wide Hatch Act Training @ Auditorium 2pm - 3pm
3pm			Desk Time 3pm - 3:30pm
4pm			SES Leadership Monthly Meeting @ 1800 F Room 6120 / Regions Conference Room / Call In: (b) (6) 3:30pm - 4:30pm
5pm			Desk time 4:30pm - 6pm
6pm			EWM travel time to dinner 6pm - 6:30pm
7pm			EWM to dinner (b) (6) @ SUCCOTASH, 915 F St NW, Washington, DC 20004, USA 6:30pm - 8pm
8pm			



	Tue 9/25	Wed 9/26	Thu 9/27
			12am - CANX: (Fahey) Software Provenance Update (UNCLASSIFIED) @ 3E185 ?
8am			Tollgate #3 - OPM/GSA @ EEOB 248 7:30am - 9am
9am			Sharing Quality Services CAP Goal Deep Dive @ DDM office 9am - 9:30am
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am Desk Time 10am - 11am	Administrator's Daily Huddle @ 6159 9:30am - 10am EWM/FAS to EIS Briefing @ 6159 10:15am - 10:45am Desk Time 10:45am - 11:30am	EWM travel time to GSA 9:30am - 10am Administrator's Daily Huddle @ 6159 10am - 10:30am
11am	EWM/Dan to meet with Dep. Sec. Pam Patenaude, HUD @ 6159 11am - 12pm	EWM travel time 11:30am - 12pm	EWM/David to Monthly Meeting @ 6159 10:45am - 11:15am
12pm	LUNCH 12pm - 12:45pm	EWM to appointment 12pm - 1pm	EWM/Allison/OGP to NewPay briefing @ 6159 11:30am - 12pm LUNCH 12pm - 1pm
1pm	EWM/Charles to 1:1 Monthly @ 6159 12:45pm - 1:15pm	EWM travel time to GSA 1pm - 1:30pm Tollgate Prep @ 6159 1:30pm - 2pm	Desk Time 1pm - 1:30pm Bi-Weekly Check In with Jessica @ 6159 1:30pm - 2pm
2pm		EWM/FAS/OGC DEOS Update @ 6159 2:15pm - 2:45pm	Desk Time 2pm - 2:30pm EWM/Rob/Jeff travel time to Hill 2:30pm - 3pm
3pm	Desk Time 2:30pm - 3pm EWM/Kelly 1:1 meeting @ 6159 3pm - 3:30pm	Desk Time 3pm - 3:30pm EWM/Eugenia to meet @ 6159 3:30pm - 3:45pm	HILL - EWM/Rob/Jeff to meet with Rep. Mark Meadows, R-NC @ 1024 3pm - 3:30pm EWM/Rob/Jeff travel time to GSA 3:30pm - 4pm
4pm	EWM to OCIA discussion @ 6159 3:45pm - 4:45pm	Desk Time 4pm - 5:30pm	Desk Time 4pm - 4:30pm EWM Travel Time to EEOB 4:30pm - 5pm
5pm		EWM travel time to dinner 5:30pm - 6pm	DEOS Update @ EEOB 264 5pm - 6pm
		5:30pm - 6pm EWM travel time to dinner 6pm - 7:30pm EWM to dinner @ Capitol Hill Club, 300 First St SE,	6pm - 6:30pm EWM stop by White House Fellows Fall Reception @ 6:30pm - 7pm EWM travel time 7pm - 8pm EWM to event

	Fri 9/28	Sat 9/29	Sun 9/30
8am			
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am		
11am	FY 19 Comms Strategy Discussion @ 6159 10:15am - 11am		
12pm	EWM/Alan Weekly Catch-Up @ Dining Room 11:15am - 11:45am		
1pm	Fiscal and Procurement Law (Mandatory Briefing) Sept 28, 2018 -12 noon Eastern @ Conference Center Room 1459 - 1800F or to join the meeting: (b) (6)		
2pm	Reorg Daily Sync @ 6120 1pm - 1:30pm		
3pm	EWM travel time 1:30pm - 2pm		
4pm	EWM to meeting 2pm - 2:30pm		
5pm	EWM travel time to GSA 2:30pm - 2:45pm		
6pm	EWM Event 3pm - 6pm		
7pm			

	Mon 10/1	Tue 10/2	Wed 10/3
9am	DEOS Update Call @ Call-In 8:30am - 9am		
10am	EWM Weekly Communications Huddle @ 6159 9:30am - 9:45am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
	Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	PBS Bi-weekly Check-In @ Conference Room 6159 10:15am - 10:45am	EWM/Jeff to coffee (b) (6) @ Greenberry's Coffee, 1805 E StNW, 10:15am - 10:45am
11am	A-Suite Weekly Meeting with the Administrator @ 6159 10:45am - 11:15am	EWM/Jeff Travel Time to the Hill 11am - 11:30am	Desk Time 11am - 11:30am
12pm	EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 11:30am - 12pm	EWM/Jeff Pon to meet with Sen. Heitkamp @ 516 Hart Senate Office 11:30am - 12pm	HOLD - Lunch 11:30am - 1:30pm
	CALL - EWM to speak with 12:15pm - 12:30pm	EWM/Jeff Travel Time to GSA 12pm - 12:30pm	
1pm	Lunch 12:30pm - 1pm	LUNCH 12:30pm - 1pm	
	EWM/Jack to meet @ 6159 1pm - 2pm	GSA Meet & Greet with FASTA Board @ GSA, 1800 F Street, Room 6120 1pm - 2pm	
2pm		Desk Time 2pm - 2:30pm	FAS Bi-Weekly Check-in @ Conference Room 6159 1:30pm - 2:30pm
	EWM (b) (6) @ 6159 2:15pm - 2:45pm	(b) (6) @ 6159 2:30pm - 3pm	EWM/FAS Section 846 Update @ 6159 2:30pm - 2:45pm
3pm	EWM to meet with Jeff Post 3pm - 3:30pm	EWM to Meet & Greet with Anil Cheriyan @ 6159 3:15pm - 3:45pm	GSA/OPM CIO Discussion @ GSA, 1800 F Street, Room 6159 3:15pm - 4:15pm
4pm	EWM/Alan/Jack discussion @ 6159 3:45pm - 4:15pm	EWM/Jeff/Mark to ACT-IAC ELC speech prep @ 6159 4pm - 4:30pm	
	Desk Time 4:15pm - 5:30pm	EWM prep for Sammys 4:30pm - 5:30pm	GSA/OMB Acquisition Modernization Plan Initiative meeting @ 6159 4:30pm - 5:15pm
5pm		(b) (6) 5pm - 7:30pm	
6pm		EWM to attend Samuel J. Heyman Service to America Medals @ Andrew W Mellor Auditorium, 1301 Constitution Ave NW, Washington, DC 20240, USA 5:30pm - 9pm	EWM travel time 5:30pm - 6pm
7pm			(b) (6) 6pm - 8pm
8pm			

	Thu 10/4	Fri 10/5	Sat 10/6
7am			
8am	(b) (6) Indian Treaty Room, EEOB 7:30am - 8:30am		
9am	Administrator's Daily Huddle @ 6159 9am - 9:30am		
10am	EWM/Allison travel time to EEOB 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
11am	Full President's Management Council Meeting @ EEOB 430 10am - 11:30am	Desk Time 10am - 10:45am	
12pm	EWM/Allison/Dan to meet with U/S Dunn Kelley, DoC @ EEOB Room 238 11:30am - 12:15pm	EWM/Alan Weekly Catch-Up @ 6159 10:45am - 11:45am	
	EWM/Allison travel time to GSA 12:15pm - 12:45pm	Weekly Lunch Meeting @ 6120 12pm - 1pm	
1pm	EWM to stop by Feds Feeds 1pm - 1:15pm		
	LUNCH 1:15pm - 2pm	EWM to Bi-weekly 1:1 with Mark McHale @ 6159 1:15pm - 1:45pm	
2pm	Desk Time 2pm - 3:30pm	EWM/Allison/Dan to meet @ 6159 2pm - 2:15pm	
3pm			
4pm	EWM/Rob/Mark/Jeff to TH planning @ 6159 3:30pm - 4pm		
	EWM/Bob De Luca to bi-weekly @ 6159 4:15pm - 4:45pm		
5pm	EWM/Bridget to Sync Up 5pm - 5:30pm		
6pm			

	Sun 10/7	Mon 10/8	Tue 10/9
7am			
8am			
9am			DEOS Update Call @ Call In 8:30am - 9am
			Six Sigma Leadership Training @ 6120 9am - 4pm
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			Monthly Reminder: 3:30pm - 4pm
			Desk Time 4pm - 5pm
5pm			
6pm			

	Wed 10/10	Thu 10/11	Fri 10/12
		12am - CANX: (Fahey) Software Provenance Update (UNCLASSIFIED) @ 3F185 ?	
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
	Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	EWM/Kelly to Weekly 1:1 @ 6159 10:15am - 10:45am	EWM/Rob to Meet & Greet with Kevin Ortiz 10:15am - 10:45am
	Desk Time	Desk Time 10:45am - 11:30am	
11am	EWM/PBS to Overtime Utilities briefing @ 6159 11am - 11:30am		EWM/Alan Weekly Catch-Up @ Dining Room 11am - 11:30am
		DEOS Call In @ Call In 11:30am - 12pm	Desk Time 11:30am - 12pm
12pm	EWM Weekly Communications Huddle @ 6159 11:45am - 12:15pm	LUNCH 12pm - 12:30pm	Weekly Lunch @ 6120 12pm - 1pm
	LUNCH 12:15pm - 12:45pm	EWM ELC speech prep @ Auditorium 12:30pm - 1:15pm	
1pm	EWM to meet with Kay @ 6159 12:45pm - 1pm		
	EWM/Allison to Meet & Greet with Merrick Krause @ 6159 1:15pm - 1:45pm	EWM/Bob to Weekly Principals discussion @ 6159 1:15pm - 1:35pm	Small Business Goals @ 6159 1:15pm - 1:30pm
2pm	EWM/FAS to SAM.gov briefing @ 6159 2pm - 2:30pm	EWM/Allison travel time to 1:45pm - 2pm	DEOS Call-In @ Dial In 2pm - 2:30pm
		EWM/Allison to OPM 40th Anniversary Celebration of CSRA @ OPM, 1900 E Street NW, Pendleton Room 2pm - 3:30pm	
3pm	EWM/Rob to Meet & Greet with Allen Hill @ 6159 2:45pm - 3:15pm		EWM/Jeff to ACT-IAC @ 6159 2:35pm - 2:55pm
			PBS Bi-weekly Check-In @ Conference Room 6159 3pm - 4pm
4pm	EWM/Rob Meet & Greet with Cheryl Thorton @ 6159 3:30pm - 4pm	(b) (6) 3:45pm - 4:15pm	
	Desk Time 4pm - 4:30pm	(b) (5)	
	EWM (b) (6) 4:30pm - 5pm	4:15pm - 4:45pm	
5pm	(b) (5)		
6pm			
		(b) (6) 6:30pm - 7:30pm	
7pm			
8pm			

	Sat 10/13	Sun 10/14	Mon 10/15
10am			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			Administrator's Daily Huddle @ 6159 10:45am - 11:15am EWM Weekly Communications 11:15am - 11:30am EWM/Thad travel time to 11:30am - 12pm
12pm			LUNCH @ Union Station, 50 (b) (6) Ave NE, Washington, DC 20002, USA 12pm - 12:45pm
1pm			EWM/Thad Amtrak #184; DC-PH 12:55pm - 2:55pm
2pm			
3pm			EWM/Thad check in to hotel @ Philadelphia Marriott Downtown, 3:15pm - 3:30pm
4pm			
5pm			CALL - DEOS Daily Update @ 6159 4:30pm - 4:45pm
6pm			EWM travel time to dinner 5:45pm - 6pm EWM to ACT-IAC Executive Collaboration Forum Dinner @ Del Frisco's Double Eagle Steakhouse, 1426-1428 Chestnut St, Philadelphia, PA 19102, USA 6pm - 8:30pm
7pm			
8pm			
9pm			

	Tue 10/16	Wed 10/17	Thu 10/18
8am	EWM/Thad/Mark arrive to ACT-IAC 8am - 8:15am		(b) (6) outh Court Auditorium, EEOB 7:30am - 8:30am
9am	EWM to Keynote ACT-IAC Imagine Nation ELC Conference @ Pennsylvania Convention Center, 1101 Arch St, Philadelphia, PA 19107, USA 8:30am - 10am		
10am	EWM to Gov Matters interview @ Terrace Ballroom lobby, 10am - 10:15am	EWM travel time to WH 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
11am	HOLD - EWM R3 Visit 10:30am - 11:30am	HUD Centers of Excellence Check In @ Roosevelt Room, The White House 10am - 11am	Desk Time 10am - 10:45am
		EWM/Chris/JCK Huddle @ JCK's 11am - 11:15am	NewPay/TMF Cost @ 6159 10:45am - 11:15am
		EWM travel time to GSA 11:15am - 11:	
12pm	EWM/Thad travel time to station 12pm - 12:30pm	A-Suite Weekly Meeting with the Administrator @ 6159 11:45am - 12:15pm	EWM/Kelly to Weekly 1:1 @ 6159 11:30am - 12pm
			LUNCH 12pm - 12:30pm
1pm	EWM/Thad Amtrak #95; PH-DC 1:01pm - 3:11pm	Monthly Acquisition Coordination meeting @ 6159 12:30pm - 1:15pm	EWM/Bob De Luca to bi-weekly @ 6159 12:30pm - 1pm
		LUNCH 1:15pm - 1:45pm	EWM/Allison to GSA/OPM comms plan discussion @ 6159 1:15pm - 1:45pm
2pm		CALL - EWM to speak with Anil 1:45pm - 2pm	EWM/Alan to meet @ 6159 2pm - 2:15pm
		EWM/Allison to meeting @ 6159 2:30pm - 2:45pm	Desk Time 2:30pm - 3pm
3pm		DEOS Daily Update @ 6159 2:45pm - 3pm	Tollgate #4 Prep @ 6159 3pm - 3:30pm
	EWM Travel Time to EEOB 3:15pm - 3:45pm	Bi-Weekly Check In with Jessica @ 6159 3:15pm - 3:45pm	Desk Time 3:30pm - 4pm
4pm			
	EWM/Rob/Matt Lira Meeting @ Matt's Office, EEOB 4:30pm - 5pm	EWM/Margaret Discussion @ Margaret's office 4:15pm - 4:45pm	DEOS Daily Update @ 6159 4:15pm - 4:30pm
5pm			EWM travel time to WH 4:30pm - 5pm
6pm	(b) (5) 5:30pm - 6pm	EWM travel time to dinner 5:30pm - 6pm	
		EWM to Deputy Secretaries dinner @ The Army And Navy Club, 901 17th St NW, Washington, DC 20006, USA 6pm - 8pm	
7pm			



	Fri 10/19	Sat 10/20	Sun 10/21
7am			
8am			
9am	<div>Travel time to GSA 9am - 9:30am</div>		
	<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div>		
10am	<div>EWM travel time to WH 10am - 10:30am</div>		
	<div>USDA Centers of Excellence Check In @ Roosevelt Room 10:30am - 11:30am</div>		
11am	<div>EWM travel time to GSA 11:30am - 12pm</div>		
12pm	<div>HOLD (Mandatory Briefing) OCT 19th , 2018 -12 noon Eastern @ Conference Center 1459- 1800F or to join the meeting: (b) (6)</div>		
1pm	<div></div>		
2pm	<div>EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 2:15pm - 2:45pm</div>		
3pm	<div>EWM/Alan Weekly Catch-Up @ Dining Room 3pm - 3:30pm</div>		
	<div>DEOS Daily Update @ 6120 3:30pm - 3:45pm</div>		
4pm	<div>EWM to Townhall Planning @ 6159 4pm - 5pm</div>		
5pm			
6pm			

	Mon 10/22	Tue 10/23	Wed 10/24
		Stay at Miami Marriott Biscayne Bay @ Miami Marriott Biscayne Bay, Miami	
8am			DEOS Roundtable Dry-Run (b) (6) 7:30am - 8am
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	EWM to provide remarks at Data Practitioner Summit (OCIO) @ 9:30am - 9:45am	Travel Time to Claude Pepper Federal Building 9:30am - 10am
	Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	A-Suite Weekly Meeting with the Administrator @ 6159 10am - 10:30am	EWM to Visit PBS Miami Service Center @ Claude Pepper Fed. Bldg., 51 SW 1st Ave, Miami, FL 33130, USA 10am - 11:15am
11am	EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	Desk Time 10:30am - 11am	
		EWM/Allison/Gerard QPR brainstorming @ 6159 11am - 11:30am	EWM/Thad travel time to ChallengeHER 11:15am - 11:45am
12pm	EWM/CIO to D2D Dashboard Demo @ 6159 11:30am - 12pm	EWM/Thad travel time to DCA 11:45am - 12:15pm	
	LUNCH 12pm - 1pm		EWM to keynote ChallengeHER conference @ Hilton Miami Downtown, 1601 Biscayne Blvd, Miami, FL 33132, USA 12:15pm - 1:45pm
1pm	Emily Coffee Chat @ 6159 1pm - 1:45pm		
2pm	Desk Time 2pm - 2:45pm	EWM/Thad travel time to Miami; AA flight #1174 1:48pm - 4:44pm	EWM/Thad travel time to MIA 1:45pm - 2:15pm
3pm	EWM/Charles to 1:1 Monthly @ 6159 2:45pm - 3:15pm	Flight to Miami (AA 1174) @ Washington, D. C. DCA 1:48pm - 4:44pm	
4pm	SES Leadership Monthly Meeting @ 1800 F Room 1153 / Regions Conference Room / Call In (b) (6) 3:30pm - 4:30pm		EWM/Thad MIA-DCA, AA flight #0293 3:30pm - 6:07pm
5pm	DEOS Daily Huddle / Update @ 6159 4:45pm - 5:15pm		Flight to Washington, D. C. (AA 293) @ Miami MIA 3:30pm - 6:07pm
	CALL - EWM/Suzette to speak 5:15pm - 5:30pm	EWM/Thad check in to hotel @ Miami Marriott Biscayne Bay, 1633 N Bayshore Dr. Miami, FL 33132. 5:30pm - 6:30pm EWM/Thad check in to hotel @ Miami Marriott 6:30pm - 7pm Travel Time to Dinner 7pm - 8pm (b) (6)	

	Thu 10/25	Fri 10/26	Sat 10/27
8am			
9am			
10am	Travel time to DoD @ GSA, then to EEOB, then to DoD 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
11am	DEOS Media Round Table (UNCLASSIFIED) @ Pentagon Rm 2E963 10:15am - 11am	Desk Time 10am - 10:30am	
		EWM travel time to EEOB 10:30am - 11am	
	Travel time to GSA 11am - 11:30am	Emily/Margaret Sync Up @ EEOB 260 (Margaret's office) 11am - 11:45am	
12pm	Administrator's Daily Huddle @ 6159 11:30am - 12pm	EWM travel time to GSA 11:45am - 12pm	
	Travel time to EEOB 12pm - 12:30pm	Weekly Lunch Meeting @ 6120 12pm - 1pm	
1pm	Tollgate # 4 @ EEOB Room 248 12:30pm - 1:30pm		
		EWM (b) (6) to coffee @ Greenberry's Coffee, 1805 E St NW, Washington, DC 1:15pm - 1:45pm	
2pm	EWM Travel Time to GSA 1:30pm - 2pm		
	Emily/Dan 1:1 Weekly @ 6159 2pm - 2:30pm	EWM/Allison to Town Hall prep @ Auditorium 2pm - 2:30pm	
3pm	(Fahey) Software Provenance Update (UNCLASSIFIED) @ 3E185 ?	EWM/Jeff to Shared Services Summit prep @ 6159 2:30pm - 2:50pm	
	EWM/Mary to Monthly 1:1 @ 2:45pm - 3:15pm	QPR - Discussion/Feedback for FY 19 Cycle @ 6159 3pm - 3:30pm	
4pm	EWM/Kelly to Weekly 1:1 @ 6159 3:30pm - 4pm	EWM/Rob/OCFO to FedRamp discussion @ 6159 3:45pm - 4:15pm	
	EWM/Bob to Weekly 4:05pm - 4:20pm		
5pm	EWM travel time to WH 4:30pm - 5pm	EWM/Alan Weekly Catch-Up @ Dining Room 4:30pm - 5pm	
6pm			
7pm			

	Sun 10/28	Mon 10/29	Tue 10/30
8am			
9am			EWM/Allison/Rob/Chris travel time to HUD 9am - 9:30am
10am		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	EWM to provide remarks at HUD COE event @ Brooke Mondale 9:30am - 10am EWM/Allison/Rob/Chris travel time 10am - 10:30am
11am			A-Suite Weekly Meeting with the Administrator @ 6159 10:45am - 11:15am
12pm			EWM Weekly Communications Huddle @ 6159 11:30am - 12pm
1pm		TMF Awards Ceremony @ EEOB 430 12:15pm - 1pm	LUNCH 12pm - 12:45pm
2pm			EWM to Agency Town Hall 1pm - 2pm
3pm			Desk Time 2pm - 2:30pm EWM to Bi-weekly 1:1 with Mark McHale @ 6159 2:30pm - 3pm
4pm			Bi-Weekly Check In with Jessica @ 6159 3:15pm - 3:45pm
5pm			CXO Consolidation Lookback Study @ 6159 4pm - 5pm
6pm			EWM/Alan/Charles/Dan/Bob to Small Business Goals discussion @ 5:15pm - 5:45pm
7pm			

	Wed 10/31	Thu 11/1	Fri 11/2
7am		EWM/Thad/Jeff travel time to Convention Center @ GSA, East 7:15am - 7:45am	
8am		EWM to speak on CAP Goal Panel at 2018 Shared Services Summit @ Walter E. Washington Convention Center, 801 Mt Vernon PI NW, Washington, DC 20001, USA	
9am		EWM/Thad/Jeff travel time to GSA 9:15am - 9:45am	
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 10am - 10:30am	Administrator's Daily Huddle @ 6159 9:30am - 10am
	PBS Bi-weekly Check-In @ Conference Room 6159 10:15am - 10:45am		EWM/Kelly to Weekly 1:1 @ 6159 10:15am - 10:45am
11am	EWM/FAS/OGC/OCIA/OSC to Networx Update @ 6159 11am - 12pm	EWM/Jeff to CGP speech prep @ 6159 10:45am - 11:15am	EWM/Alan Weekly Catch-Up & EOY Performance Review @ Dining Room 11am - 11:30am
12pm	EWM/Rob to lunch 12pm - 12:15pm	EWM/Margaret to sync-up @ GSA, Emily's office, Room 6159 11:30am - 12pm	Desk Time 11:30am - 12pm
	LUNCH 12:15pm - 1:15pm	LUNCH 12pm - 1pm	Weekly Lunch Meeting @ 6120 12pm - 1pm
1pm	EWM/Rob travel time to GSA 1:15pm - 1:30pm	EWM/David to Monthly Meeting @ 6159 1pm - 1:30pm	Emily/Dan 1:1 Weekly @ 6159 1:15pm - 1:45pm
2pm	FAS Bi-Weekly Check-in @ Conference Room 6159 1:30pm - 2:30pm	Desk Time 1:30pm - 2pm	
		EWM/Brian Whittaker to COE update @ 6159 2pm - 2:15pm	CXO Consolidation Lookback Study with FAS/PBS @ 6159 2pm - 3pm
3pm	EWM/FAS Section 846 2:30pm - 2:45pm	CALL - EWM/Brian/Rob to Meet & Greet with Roy Atwood @ 6159 2:45pm - 3:15pm	Emily Murphy + 7 To USDA @ 1400 Jefferson Dr SW, Washington, DC 3pm - 3:30pm
	Desk Time 3pm - 3:45pm		NewPay w/ USDA Leadership @ USDA Whitten Building, 1400 Jefferson Dr SW, Room 221-A 3:30pm - 4:30pm
4pm	Travel time to DoC Hoover Building 3:45pm - 4:15pm	EWM/Allison to NewPay briefing @ 6159 3:30pm - 4pm	
	Herbert Hoover Building Tour @ Department of Commerce, 265 15th St NW, Washington, DC 20230 4:15pm - 5:15pm	Desk Time 4pm - 4:30pm	EWM/Allison travel time to GSA 4:30pm - 5pm
5pm	Travel time to GSA 5:15pm - 5:45pm	EWM travel time to WH 4:30pm - 5pm	
		2018 FedScoop 50 Awards Reception @ The	CALL - EWM (b) (6) @ 6159 5:15pm - 5:30pm
	6:15pm - 6:20pm CALL - EWM/Rob to speak with Emma	5:30pm - 8:30pm 2018 FedScoop 50 Awards Reception @ 6pm - 6:15pm EWM travel time to FedScoop 50 event 6:30pm - 7:30pm EWM/Rob to attend FedScoop 50 Awards	

	Sat 11/3	Sun 11/4	Mon 11/5
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am
12pm			EWM/Mark travel time to lunch 11:30am - 12pm
			EWM/Mark to lunch with Francis Rose @ The Army And Navy Club, 901 17th St NW, Washington, DC 20006, USA 12pm - 1pm
1pm			EWM/Mark travel time to GSA 1pm - 1:30pm
2pm			Desk Time 1:30pm - 2pm
			EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 2pm - 2:30pm
3pm			Desk Time 2:30pm - 3:30pm
4pm			EWM/Rob to Meet & Greet with Michael Wooten @ 6159 3:30pm - 4pm
5pm			Margaret/Emily Quick Call @ 4:15pm - 4:30pm
			EWM/TTS to Login.gov 4:30pm - 5pm
6pm			EWM/Jeff to review CGP remarks @ 6159 5pm - 5:30pm
			EWM travel time to Tysons Corner 5:30pm - 6:30pm
7pm			
8pm			EWM to Greater Washington Government Contractors Awards @ The Ritz-Carlton, Tysons Corner, 1700 Tysons Blvd, McLean, VA 22102 - 4th Floor 7pm - 9pm
9pm			

	Tue 11/6	Wed 11/7	Thu 11/8
9am			EWM travel time to HUD 8:30am - 9am
10am	A-Suite Weekly Meeting with the Administrator @ 6159 9:30am - 10am	EWM to provide opening remarks at VETS 2 GWAC Program event @ 9:30am - 9:45am	November President's Management Council (PMC) Executive Meeting @ HUD, 451 7th St SW, Washington, DC 20410; Enter through South Lobby 9am - 11am
11am	Desk Time 10am - 10:30am	EWM to provide opening remarks at Office of Evaluation Sciences 10:10am - 10:20am	
	BBC After Action Review @ 18th Street Northwest, 18th St NW, 10:30am - 11am		
	CALL - EWM to Annual Performance Review (b) (6), R6 @ 11:15am - 11:45am	Administrator's Daily Huddle @ 6159 11am - 11:30am	EWM travel time to GSA 11am - 11:30am
12pm	Call w/ Emily Murphy @ 202-12pm - 12:15pm	Desk Time 11:30am - 12pm	EWM to stop by Marcia Kelly event @ EEOB, Indian Treaty Room 11:30am - 11:45am
	LUNCH 12:15pm - 1pm	Lunch 12pm - 1pm	LUNCH 12pm - 12:40pm
1pm			EWM to Sign FY18 12pm - 12:05pm
	EWM to Annual Performance Review (b) (6) @ 6159 1pm - 1:30pm	Bi-Weekly Check In with Jessica @ 6159 1pm - 1:30pm	EWM to stop by OSBU Veterans 12:40pm - 12:
2pm	(b) (6) 1:30pm - 2pm	Travel time to EEOB 1:30pm - 2pm	Monthly Administrator/IG Meeting @ 6159 1pm - 2pm
	EWM to accept SBTC award @ 6159 2pm - 2:30pm	GSA/OMB meeting @ Margaret's Office, EEOB 2pm - 3pm	
3pm	Desk Time 2:30pm - 3:15pm	GSA/OMB Reorg Communications /Passback Huddle @ DDM Office (EEOB 260)	EWM/Kelly to Weekly 1:1 & COE Update @ 6159 2:15pm - 2:45pm
	EWM to Annual Performance Review (b) (6) @ 6159 3:15pm - 3:45pm	Emily/Margaret Sync Up @ DDM Office, EEOB 260 3pm - 3:30pm	EWM/Rob/Brian to Meet & Greet with Tyler Menzler @ 6159 3pm - 3:30pm
4pm		EWM travel time to GSA 3:30pm - 4pm	
	EWM/Mary to sync-up @ 6159 4pm - 4:30pm	CGP prep 4pm - 5pm	Emily/Dan 1:1 @ 6159 3:45pm - 4:15pm
5pm	CALL - EWM to Annual Performance Review (b) (6) 4:45pm - 5:15pm		EWM (b) (6) 4:30pm - 5pm
	Desk Time 5:15pm - 6pm	EWM/Rob travel time to Falls Church 5pm - 6pm	
6pm	EWM travel time 6pm - 6:30pm		
	(b) (6) 6:30pm - 8pm	EWM to Keynote Coalition for Government Procurement 2018 Excellence in Partnership Honors @ Falls Church Marriott Fairview Park, 3111 Fairview Park Dr, Falls Church, VA 22042, USA 6pm - 9pm	(b) (5) 5:45pm - 6:45pm
7pm			
8pm			

	Fri 11/9	Sat 11/10	Sun 11/11
	(b) (6)		
8am			
9am	(b) (6) 9am - 5pm		
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			



	Mon 11/12	Tue 11/13	Wed 11/14
	(b) (6)		
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	A-Suite Weekly Meeting with the Administrator @ 6159 9:30am - 10am
		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	EWM/Allison to update @ 6159 10:15am - 10:45am
11am		EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM/Allison to meet @ 6159 10:45am - 11am
			EWM to Annual Performance 11am - 11:30am
12pm		EWM travel time 11:30am - 12pm	Travel time to Commerce 11:30am - 12pm
		EWM/Monica Block/Alexis Ross lunch @ Navy Mess 12pm - 1pm	GSA Follow-up Discussion @ Secretary's Conference Room 12pm - 1pm
1pm		EWM travel time to GSA 1pm - 1:30pm	Travel time to GSA 1pm - 1:30pm
2pm		GSA/DoD Sec. 846 Update @ GSA, 1800 F Street NW, Room 6159 1:30pm - 2:30pm	LUNCH 1:30pm - 2pm
			FAS Bi-Weekly Check-in @ Conference Room 6159 2pm - 3pm
3pm		Emily/Allison/Rob to meet @ 6159 2:45pm - 3:15pm	
		Emily/Allison/Rob/Jack/Jeff to 3:15pm - 3:45pm	EWM/Allison/OSC to FY19 Strategic Communications Narrative @ 6159 3:15pm - 3:45pm
4pm		Monthly Reminder: 3:30pm - 4pm	
		EWM to 2018 Annual Performance Review for Allison Brigati @ 6159 4pm - 4:30pm	EWM to Annual Performance Review for Scott Anderson @ 6159 4pm - 4:30pm
5pm		EWM to Annual Performance Review with Jack St. John @ 6159 4:45pm - 5:15pm	Desk Time 4:30pm - 5pm
			EWM/Margaret Weekly Sync @ GSA, Emily's office, Room 6159 5pm - 5:30pm
6pm		CALL - EWM to Annual Performance Review (b) (6) @ 6159 5:30pm - 6pm	Desk Time 5:30pm - 6pm
			EWM travel time 6pm - 7pm
7pm			(b) (6)
8pm			7pm - 8:30pm

	Thu 11/15	Fri 11/16	Sat 11/17
7am			
8am	(b) (6) @ South Court Auditorium, EEOB 7:30am - 8:30am		
9am	EWM travel time to NIB @ 1665 S Eads St, Arlington, VA 22202, USA 8:45am - 9:30am		
10am	EWM to provide remarks at National Industries for the Blind 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
	EWM/Carla travel time to GSA 10am - 10:30am	EWM/Allison/Dan/Rob Travel Time to HUD 10am - 10:30am	
11am	Administrator's Daily Huddle @ 6159 10:30am - 11am	EWM/Allison/Dan/Rob to HUD Renovation Space Visit @ U.S. Department of Housing and Urban Development, 451 7th St SW, Washington, DC 20410, USA 10:30am - 11:30am	
	PBS Bi-weekly Check-In @ Conference Room 6159 11:15am - 12pm	EWM/Allison/Dan/Rob Travel Time to GSA 11:30am - 12pm	
12pm	LUNCH 12pm - 12:45pm	Weekly Lunch @ 6120 12pm - 1pm	
1pm	EWM to Annual Performance Review (b) (6) @ 6159 12:45pm - 1:15pm		
	EWM/Allison/Mary to meet @ 6159 1:30pm - 2pm	EWM to Annual Performance Review (b) (6) @ 1:15pm - 1:45pm	
2pm	Desk Time 2pm - 2:45pm	EWM (b) (6) @ 6159 2pm - 2:30pm	
3pm	EWM/Kelly/Bob to Weekly 1:1 @ 6159 2:45pm - 3:15pm	Desk Time 2:30pm - 3:45pm	
	EWM/Alan Weekly Catch-Up @ 6159 3:30pm - 4pm		
4pm	Desk Time 4pm - 4:30pm	EWM/Allison to Annual Performance Review (b) (6) 3:45pm - 4:15pm	
	EWM/Allison/Rob sync-up @ 6159 4:30pm - 5pm	EWM/Allison to meet with Ryan Swann, Chief Data Officer, e-Trade 4:30pm - 5pm	
5pm		EWM/Allison/Rob to sync-up 5pm - 5:30pm	
6pm			

	Sun 11/18	Mon 11/19	Tue 11/20
8am			(b) (6) 8am - 9am
9am		CALL - Emily/Suzette/Rob to USDA follow-up discussion 9am - 9:30am	EWM travel time 9am - 10am
		Administrator's Daily Huddle @ 6159 9:30am - 10am	
10am		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Weekly Meeting with the Administrator @ 6159 10am - 10:30am
			Desk Time 10:30am - 11am
11am		EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	Monthly Acquisition Coordination meeting @ 6159 11am - 11:45am
		EWM/Allison/Mary Weekly Sync-up @ 6159 11:30am - 12pm	
12pm		Lunch 12pm - 1pm	Emily/Dan 1:1 @ 6159 12pm - 12:30pm
			LUNCH 12:30pm - 1pm
1pm		CALL - EWM to Annual Performance Review (b) (6) @ 6159 & 1pm - 1:30pm	FY19 Q1 FAS QPR @ 6120 1pm - 3pm
		Desk Time 1:30pm - 2pm	
2pm		CALL - EWM to Annual Performance Review (b) (6) @ 6159 2pm - 2:30pm	
		Desk Time 2:30pm - 3pm	
3pm		FY19 Q1 OGP QPR @ 6120 3pm - 4:30pm	Desk Time 3pm - 3:30pm
			EWM/OCFO FedRamp discussion @ 6159 3:30pm - 4pm
4pm			EWM/TTS/OGC Discussion @ 4pm - 4:15pm
		Desk Time 4:30pm - 5pm	EWM/Kelly/Bob to Weekly 1:1 @ 4:15pm - 4:45pm
5pm		EWM/Allison/Rob to sync-up @ 6159 5pm - 5:30pm	EWM/Alan Weekly Catch-Up @ 6159 5pm - 5:30pm
		EWM travel time 5:30pm - 6pm	EWM/Allison/Rob to sync-up @ 6159 5:30pm - 6pm
6pm		(b) (6) 6pm - 7pm	EWM travel time 6pm - 6:30pm
			(b) (6) 6:30pm - 8pm
7pm			

	Wed 11/21	Thu 11/22	Fri 11/23
		12am - CANX: (Fahey) Software Provenance Update (UNCLASSIFIED) @ 3E185 ?	
7am			
8am			
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am		Desk Time 10am - 10:30am
11am	CALL - EWM to Annual Performance Review (b) (6) @ 10:15am - 10:45am		EWM to SCI briefing @ SCIF, Room B306 10:30am - 11:15am
	EWM/David to Monthly Meeting @ 6159 11am - 11:30am		
12pm	Desk Time 11:30am - 12pm		EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 11:30am - 12pm
	LUNCH 12pm - 1pm		LUNCH 12:15pm - 1:15pm
1pm	CALL - EWM to Annual Performance Review (b) (6) @ 6159 1pm - 1:30pm		
2pm	Desk Time 1:30pm - 2pm		EWM/Carla to meet 1:30pm - 2:15pm
	CALL - EWM to Annual Performance Review (b) (6) @ 6159 & 2pm - 2:30pm		EWM/Mary to meeting @ 6159 2:15pm - 2:45pm
3pm	Desk Time 2:30pm - 3pm		
4pm			
5pm			

	Sat 11/24	Sun 11/25	Mon 11/26
8am			
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am
12pm			EWM/Allison to Tollgate Prep @ 6159 11:30am - 12pm
			EWM/Bob travel time to WW 12pm - 12:30pm
1pm			
2pm			EWM travel time to GSA 1:30pm - 2pm
			EWM/Rob (b) (6) to lunch @ Emily's office, 6159 2pm - 3pm
3pm			Desk Time 3pm - 3:30pm
4pm			SES Leadership Monthly Meeting @ 1800 F Room 5001 / Regions Telepresence Room / Call In: (b) (6) 3:30pm - 4:30pm
5pm			EWM/Charles to 1:1 Monthly @ 6159 4:45pm - 5:15pm
6pm			EWM/FAS to MAS Reform Plan prep @ 6159 5:30pm - 6pm
7pm			

	Tue 11/27	Wed 11/28	Thu 11/29
8am			(b) (6) @ South Court Auditorium, EEOB 7:30am - 8:30am
9am	EWM travel time to EEOB 8:30am - 9am		
	SQS CAP Goal Check-In @ EEOB 238 9am - 10am		
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
	EWM Travel time to GSA 10am - 10:30am	Desk Time 10am - 10:30am	
11am	Weekly Meeting with the Administrator @ 6159 10:30am - 11am	Tollgate Prep @ 6159 10:30am - 10:45am	EWM/Kelly/Bob to Weekly 1:1 @ 6159 10:15am - 10:45am
	Desk Time 11am - 11:30am	Passback Review @ 6159 11am - 12pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 11am - 11:30am
12pm	EWM/Alan to MAS Stakeholder Call @ 6128 11:30am - 12pm		Desk Time 11:30am - 12pm
	EWM to stop by CFC Tuesday 12pm - 12:15pm	LUNCH 12pm - 12:30pm	Bi-Weekly Check In with Jessica @ 6159 12pm - 12:30pm
	LUNCH 12:15pm - 1pm	Travel time to EEOB 12:30pm - 12:40pm	LUNCH 12:30pm - 1:30pm
1pm	EWM/Alan to MAS Media Rollout Call @ 6128 1pm - 1:30pm	OPM/GSA Tollgate #5 @ EEOB Room 430 1pm - 2pm	
2pm	EWM/Allison to meeting @ 6120 1:30pm - 2pm		EWM/OSC to Gov Matters prep @ 6159 1:30pm - 1:50pm
	EWM to video taping @ 6159 2pm - 2:45pm	EWM/Margaret Weekly Sync @ Margaret's Office, EEOB 2pm - 2:30pm	Desk Time 2pm - 3pm
3pm		FY19 Q1 PBS QPR @ 6120 2:30pm - 4:30pm	
	EWM/Allison/Rob to Dashboard discussion 3pm - 3:45pm		CALL: EWM to speak with 3pm - 3:15pm
4pm			PBS Bi-weekly Check-In @ 3:15pm - 3:45pm
	EWM/Rob travel time to SBA 4pm - 4:30pm		EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 4pm - 4:30pm
5pm	EWM/Dan/Rob to meet with Administrator Linda McMahon, SBA @ SBA, 403 3rd St SW, Washington, DC 20024, USA 4:30pm - 5:30pm		EWM/Jack to Weekly 1:1 @ 6159 4:45pm - 5:15pm
6pm	Travel time to GSA 5:30pm - 6pm		
	(b) (6) @ The Bombay Club, 815 Connecticut Ave NW, Washington, DC 20006, USA 6pm - 8pm		
7pm			

	Fri 11/30	Sat 12/1	Sun 12/2
7am			
8am			
9am	Administrator's Daily Huddle @ 6159 9am - 9:30am		
10am	EWM/Pam/Thad travel time to Gov Matters 9:30am - 10am		
11am	EWM to Gov Matters interview with Francis Rose @ Studio, Rosslyn 10am - 11am		
12pm	EWM/Pam/Thad travel time to GSA 11am - 11:30am		
	Desk Time 11:30am - 12pm		
1pm	Weekly Lunch Meeting @ 6120 12pm - 1pm		
2pm	Desk Time 1pm - 1:30pm		
	EWM (b) (6) [REDACTED] 1:30pm - 2pm		
3pm	Desk Time 2pm - 3pm		
4pm	EWM/Allison to Annual Performance Review (b) (6) [REDACTED] 3pm - 3:30pm		
5pm	EWM/Mark McHale to Monthly 1:1 @ 6159 3:45pm - 4:15pm		
	EWM/Alan Weekly Catch-Up @ 6159 4:30pm - 5pm		
6pm			

	Mon 12/3	Tue 12/4	Wed 12/5
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am	
	Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	EWM/Jack to Weekly 1:1 @ 6159 10:15am - 10:45am	
11am	CALL - EWM to speak with Jon 10:45am - 11am	EWM Weekly Communications 11am - 11:30am	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 11am - 11:30am
12pm	EWM travel time to Dept. of Commerce 11:30am - 12pm	Lunch 11:30am - 12pm	
	EWM to lunch with Loretta Greene @ U.S. Department of Commerce, 1401 Constitution Ave NW, Washington, DC 20230, USA 12pm - 1pm	EWM/Mary travel time to EEOB 12pm - 12:30pm	
1pm	EWM travel time to GSA 1pm - 1:30pm	NBIB Tollgate Kick Off Meeting @ Eisenhower Executive Office Building (EEOB) Room 248, 1650 Pennsylvania Avenue NW 12:30pm - 1:30pm	
2pm	Desk Time 1:30pm - 2pm	EWM/Mary travel time to GSA 1:30pm - 2pm	
	EWM/Crystal Philcox to coffee @ Peet's Coffee, 1701 Pennsylvania 2:15pm - 2:45pm	Desk Time 2pm - 3pm	EWM/Dan Travel time to Hill 2:15pm - 2:45pm
3pm	FAS Bi-Weekly Check-in @ Conference Room 6159 3pm - 3:45pm	EWM/Alan to meet (b) (6) @ 6159 3pm - 3:30pm	HILL: EWM/Dan/Rob/Jeff to meet with Senator Mark Warner, D-VA @ 3pm - 3:30pm
4pm	EWM/FAS Section 846 Update @ 6159 3:45pm - 4pm	Emily/Dan 1:1 @ 6159 3:45pm - 4:15pm	Travel time to GSA 3:30pm - 4pm
	EWM/Mary to Monthly 1:1 @ 6159 4:15pm - 4:45pm	EWM/Rob travel time to Hill 4:30pm - 5pm	
5pm	EWM/Dan/OCIA to meet @ 6159 5pm - 5:30pm	EWM/Rob to attend 115th Congress Cresswell Award Ceremony for Judy Schneider @ 2359 Rayburn HOB 5pm - 7pm	
6pm	EWM/Allison/Mary/Jeff to meet @ 6159 5:30pm - 5:50pm		
7pm			
8pm			



	Thu 12/6	Fri 12/7	Sat 12/8
	12am - CANX: (PINO) Software Provenance Update (UNCLASSIFIED) @ 3E185		
9am	Administrator's Daily Huddle @ 6159 9am - 9:30am EWM travel time to EEOB	Administrator's Daily Huddle @ 6159 9:15am - 9:45am EWM/Bob travel time to WH 9:45am - 10:15am HUD/COE/WH Check in @ Roosevelt Room 10:15am - 11:15am EWM travel time to GSA 11:15am - 11:45am	
10am	President's Management Council Meeting (Full Council) @ EEOB 430 10am - 11:30am		
11am			
12pm	EWM/Kelly/Bob to Weekly 1:1 @ 6159 12pm - 12:30pm LUNCH 12:30pm - 1:30pm	Weekly Lunch Meeting @ 6120 12pm - 1pm	
1pm		Desk Time 1pm - 1:30pm	
2pm	Administrator/PBS/FAS Holiday Open House (internal) @ A-suite, 6151-59 & 6th Floor Infill 1:30pm - 3:30pm	EWM/Jeff to FAS Federal Marketplace speech prep @ 6159 1:30pm - 2pm CALL - EWM/Jeff to speak with Paul Sass, Rep. Sam Graves @ 6159 2pm - 2:15pm Travel time to EEOB 2:30pm - 3pm	
3pm		Emily Margaret Sync Up @ EEOB 260 3pm - 3:30pm	
4pm	EWM/Allison/OCFO to FedRAMP Update @ 6159 3:45pm - 4:15pm	Strategic Framework Working Group - Dial-In Provided @ EEOB 248 3:30pm - 4:30pm	
5pm	EWM/Allison/TTS to 10x discussion @ 6159 4:30pm - 5pm EWM/Alan Weekly Catch-Up @ 6159 5:15pm - 5:45pm	Travel time to GSA 4:30pm - 5pm EWM/Allison/Rob to sync-up @ 6159 5pm - 5:15pm	
6pm	EWM travel time 5:45pm - 6pm	(b) (6)	
7pm			

	Sun 12/9	Mon 12/10	Tue 12/11
8am		(b) (6)	
9am			
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	EWM to provide remarks at OGP Town Hall @ 1460 9:30am - 9:45am
		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Travel time to EEOB 10am - 10:30am
11am		EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM/Mick to check presentation @ EEOB, Room 252 10:30am - 11am
		EWM/Brian (b) (6) @ 6159 11:30am - 12pm	EWM (b) (6) 11am - 11:15am
12pm		LUNCH 12pm - 1pm	Travel time to GSA 11:30am - 12pm
			LUNCH 12pm - 1pm
1pm		CALL - EWM to speak with 1pm - 1:15pm	Desk Time 1pm - 1:30pm
		Desk Time 1:15pm - 2:15pm	Weekly Meeting with the Administrator @ 6159 1:30pm - 2pm
2pm		EWM/Rob (b) (6), 1805 E St 2:15pm - 2:45pm	EWM/Rob/Jeff travel time to Hill 2pm - 2:30pm
			HILL - EWM/Rob/Jeff to meet with Rep. Sam Graves, R-MO @ 1135 2:30pm - 3pm
3pm		Bi-Weekly Check In with Jessica @ 6159 3pm - 3:30pm	EWM/Rob/Jeff travel time to GSA 3pm - 3:30pm
		EWM/Jack travel time to Hill 3:30pm - 4pm	
4pm		EWM/Jack to stop by Katie Britt Event @ Capitol, S-128 4pm - 5pm	EWM/Rob (b) (6) Greenberry's, 1805 E 3:45pm - 4:15pm
			EWM/David Vargas to Monthly 1:1 @ 6159 4:30pm - 5pm
5pm			
		EWM travel time to event 5:30pm - 6pm	EWM/Rob/Brian to Meet & Greet with Reynold Schweickhardt @ 5:15pm - 5:45pm
6pm		EWM to Economic Club Holiday Reception @ The Hay-Adams, Top of the Hay, 800 16th St NW, Washington, DC 20006, USA 6pm - 7pm	
7pm			

	Wed 12/12	Thu 12/13	Fri 12/14
9am	EWM travel time to Dol Auditorium 9am - 9:30am	EWM/OGP to SQS briefing @ 6159 9am - 9:30am	
	EWM to provide opening remarks at FAS Industry Day for Federal 9:30am - 9:45am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
10am	EWM to stop by Task Force 10am - 10:15am	Travel time to Commerce @ 6151 then courtyard 10am - 10:30am	Administrator's Daily Huddle @ 6159 10am - 10:30am
	Administrator's Daily Huddle @ 10:15am - 10:	Herbert Hoover Building Final Tour @ U.S. Department of Commerce, 1401 Constitution Ave NW, Washington, DC 20230, USA 10:30am - 11:30am	EWM/Bob (b) (6) 10:30am - 11am
11am	EWM/Jack to Weekly 1:1 @ 6159 11am - 11:30am		USDA/COE/WH Check In @ Roosevelt Room 11am - 12pm
	Desk Time 11:30am - 12pm	Travel time to GSA @ 6151 11:30am - 12pm	
12pm	Optional: BIG BBC Christmas Dessert Social @ 1800 F Street, Room 6024 11:45am - 1pm	EWM/Mark/Jeff to meet @ 6159 11:30am - 11:	
	DEOS Update (Call-In) @ Dial- 12pm - 12:30pm	LUNCH 12pm - 1pm	Weekly Lunch Meeting @ 6120 12pm - 1pm
	LUNCH 12:30pm - 1:30pm		
1pm		Monthly Administrator/IG Meeting @ 6159 1pm - 2pm	EWM/Alan Weekly Catch-Up @ 6159 1pm - 1:30pm
	EWM/Allison to Meet & Greet with Earl Pinto @ 6159 1:30pm - 2pm		EWM/Allison/Jessica travel time to EEOB 1:30pm - 2pm
2pm			Sharing Quality Services Deep Dive @ EEOB 248 2pm - 3pm
	EWM/Allison to Meet & Greet with Anahita Reilly 2:15pm - 2:45pm	EWM/Rob/Brian (b) (6) @ 6159 2:15pm - 2:45pm	
3pm			
	EWM/Kelly/Bob to Weekly 1:1 @ 6120 3pm - 3:30pm	CFO Robotics Update @ 6159/Call in Line - (b) (6) 3pm - 3:45pm	EWM travel time to GSA 3pm - 3:30pm
4pm	EWM/Allison to Reorg Sync-up meeting @ 6120 3:45pm - 4:15pm	Desk Time 3:45pm - 4:30pm	Desk Time 3:30pm - 4pm
	Desk Time 4:15pm - 5pm	EWM travel time to WH 4:30pm - 5pm	PBS Bi-weekly Check-In @ Conference Room 6159 4pm - 4:45pm
5pm	EWM/Margaret Weekly Sync @ GSA, Emily's office, Room 6159 5pm - 5:30pm		
	Evening Event 5:30pm - 7:30pm		
6pm			
7pm		(b) (5) 7pm - 9pm	
8pm			

	Sat 12/15	Sun 12/16	Mon 12/17
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am
12pm			EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 11:30am - 12pm
			LUNCH 12pm - 1pm
1pm			Desk Time 1pm - 1:30pm
2pm			CALL - EWM to speak with Chaun Benjamin, R10 1:30pm - 1:45pm
			EWM/Rob/Brian (b) (6) @ 6159 2pm - 2:30pm
3pm			EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 2:45pm - 3:15pm
4pm			SES Leadership Monthly Meeting @ 1800 F Room 5001 / Regions Telepresence
			EWM/Jack to Weekly 1:1 @ 4pm - 4:30pm
5pm			EWM/PBS to St. E's discussion @ 6159 4:45pm - 5:15pm
			EWM/Allison/Rob to daily sync-up @ 6159 5:15pm - 5:45pm
6pm			EWM travel time 6pm - 6:30pm
7pm			(b) (6) 6:30pm - 8:30pm
8pm			

	Tue 12/18	Wed 12/19	Thu 12/20
7am			
8am	EWM travel time 8am - 8:30am		(b) (6) @ EEOB, Room 350 7:30am - 8:30am
9am	(b) (6) 8:30am - 9:30am		
10am	EWM travel time 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 9:30am - 9:45am
	Weekly Meeting with the Administrator @ 6159 10am - 10:30am	FY19 Q1 OSBU & OCR & OGC QPR @ 6120 10:15am - 11:45am	EWM/Dan travel time to St. E's 9:45am - 10:30am
11am	Desk Time 10:30am - 11:15am		EWM/Dan to DHS St E's tour 10:30am - 11:30am
	Monthly Acquisition Coordination meeting @ 6159 11:15am - 12pm		
12pm	A-suite Holiday Lunch 12pm - 1:30pm	LUNCH 11:45am - 1pm	EWM/Dan travel time to GSA 11:30am - 12:15pm
1pm			LUNCH 12:15pm - 12:45pm
		EWM/Charles to 1:1 Monthly @ 6159 1pm - 1:30pm	Desk Time 12:45pm - 2pm
2pm	Desk Time 1:30pm - 2pm	Emily/Dan 1:1 @ 6159 1:45pm - 2:15pm	
	FAS Bi-Weekly Check-in @ Conference Room 6159 2pm - 3pm	EWM/Allison/Toni/Mary to meet @ 6159 2:15pm - 2:30pm	EWM/Kelly/Bob to Weekly 1:1 @ 6159 2:15pm - 2:45pm
3pm	EWM/Allison/Rob to daily sync-up @ 6159 3pm - 3:30pm	EWM Travel time to Hill 2:45pm - 3:15pm	(PINO) Software Provenance Update (UNCLASSIFIED) @ 3E185 3pm - 4pm
	Travel time 3:30pm - 4pm	EWM/MMW to meet with Senator Lankford, R-OK @ 316 Hart SOB 3:15pm - 3:45pm	EWM/Rob/Jeff/Jef f travel time 3pm - 3:30pm
4pm	Private Event 4pm - 5pm	EWM/MMW travel time to EEOB/GSA 3:45pm - 4:15pm	OMB/GSA/OPM Leg & Comms Strategy Discussion @ EEOB 248 3:30pm - 4:30pm
		Desk Time 4:15pm - 5pm	EWM to Attend Event Bill 4:15pm - 4:45pm
5pm		EWM/Allison/Rob to daily sync-up @ 6159 5pm - 5:30pm	Travel time to GSA 4:45pm - 5:15pm
			EWM/Allison/Rob to daily sync-up 5pm - 5:15pm
6pm			CALL - EWM to speak with KDK, Commerce 5:45pm - 6pm

	Fri 12/21	Sat 12/22	Sun 12/23
8am			
9am	EWM/Tom/Jessica Sync Up @ 6151 9am - 9:30am		
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am		
	GSA/CIO/Dol Interior Business Center briefing @ GSA, 1800 F Street, Room 6151 10am - 11am		
11am	G2C Meeting (Dial-In Provided) @ GSA - Room 6151 11am - 11:45am		
12pm	Weekly Lunch Meeting @ 6120 12pm - 1pm		
1pm	Agency Lapse Call @ Participant Dial-In: (b) (6)		
2pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 1:30pm - 2pm		
	EWM/Allison/OAS to Co-location briefing @ 6159 2pm - 2:30pm		
3pm	EWM/Alan Weekly Catch-Up @ 6159 2:30pm - 3pm		
	EWM/FAS/CIO to Identity & Access Management briefing @ 6159 3:15pm - 3:45pm		
4pm	EWM/Mary to Monthly 1:1 @ 6159 4pm - 4:30pm		
	EWM/Allison sync-up @ 6159 4:30pm - 5pm		
5pm	EWM/Pam Sync Up @ 6159 5pm - 5:30pm		
6pm			
7pm			

	Mon 12/24	Tue 12/25	Wed 12/26
10am			
11am			
12pm			
1pm			
2pm			
3pm	CALL - EWM to call 3pm - 3:30pm		
4pm			
5pm			
6pm			
7pm			
8pm			
9pm			

	Thu 12/27	Fri 12/28	Sat 12/29
6am			
7am			
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			



	Sun 12/30	Mon 12/31	Tue 1/1
5am			
6am			
7am			
8am			
9am			
10am			Weekly Meeting with the Administrator @ 6159 9:30am - 10am
11am			
12pm			Building Fund lapse issues 11:30am - 12pm
1pm			
2pm			
3pm			
4pm			

	Wed 1/2	Thu 1/3	Fri 1/4
8am			
9am			
10am		<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div> <div>Desk Time 10am - 10:30am</div> <div>Sync-Up @ 6159 10:30am - 11am</div>	<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div> <div>EWM/Rob to meet with Tom Davis @ 6159 10:15am - 10:45am</div>
11am		<div>Desk Time 11am - 11:30am</div> <div>PBS R7 Pre-Brief @ 6159 11:30am - 12pm</div>	<div>Desk Time 11:15am - 12pm</div>
12pm		<div>LUNCH 12pm - 1pm</div>	<div>Weekly Lunch Meeting @ 6120 12pm - 1pm</div>
1pm		<div>EWM/Allison/Mary/Rob to weekly sync-up @ 6159 1pm - 1:30pm</div>	<div>EWM/Anil Sync @ 6159 1pm - 1:30pm</div>
2pm		<div>EWM/David to Monthly Meeting @ 6159 1:45pm - 2:15pm</div> <div>CALL w/HHS 2:15pm - 2:</div> <div>(Fahey) Software Provenance Update (UNCLASSIFIED) @ 6159</div> <div>Bi-Weekly Check In 2:30pm -</div>	<div>Desk Time 1:30pm - 2:30pm</div> <div>EWM/Jack to Weekly 1:1 @ 6159 2pm - 2:30pm</div>
3pm		<div>EWM/Anil/Bob to 3:15pm - 3:</div>	<div>EWM/Dan/Rob travel time to VA 2:30pm - 3pm</div> <div>EWM/Dan/Rob to VA Tour 3pm - 4pm</div>
4pm		<div>Emily/Dan 1:1 @ 6159 4pm - 4:30pm</div> <div>Desk Time 4:30pm - 5pm</div> <div>EWM/MMW Sync-up @ EWM to call (b) (6) 5pm - 5:30pm</div>	<div>EWM/Dan/Rob travel time to GSA 4pm - 4:30pm</div>
5pm			
6pm			
7pm			

	Sat 1/5	Sun 1/6	Mon 1/7
8am			
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am
12pm			EWM/Mark McHale to Monthly 1:1 @ 6159 11:30am - 12pm
			EWM travel time to lunch 12pm - 12:30pm
1pm			EWM to lunch with A/S Bryan Slater, Dept. of Labor @ The Hamilton, 600 14th St NW, Washington, DC 20005, USA 12:30pm - 1:30pm
2pm			EWM travel time to GSA 1:30pm - 2pm
			PBS Bi-weekly Check-In @ Conference Room 6159 2pm - 3pm
3pm			Desk Time 3pm - 3:30pm
4pm			EWM/David Vargas to Monthly 1:1 @ 6159 3:30pm - 4pm
			CXO WCF Update @ 6159 4pm - 4:30pm
5pm			DEOS Update (Call) @ Call 4:30pm - 5pm
6pm			
7pm			

	Tue 1/8	Wed 1/9	Thu 1/10
		(b) (6)	
8am			(b) (6) @ South Court Auditorium, EEOB 7:30am - 8:30am
9am			
10am	Daily Huddle 9:30am - 10am  Leasing Discussion @ 6159 10am - 11am		Deputy Secretary Lapse Working Group Meeting @ EEOB Room 248 9:30am - 11:30am
11am	Desk Time 11am - 11:45am		Weekly Budget Update @ 6120 11am - 11:30am
12pm	EWM/Allison travel time to 11:45am - 12pm  EWM/Allison to lunch 12pm - 1pm	Daily Budget Sync @ 6120 12pm - 12:30pm	Daily Budget Sync @ 6120 12pm - 12:30pm
1pm	EWM/Allison travel time to GSA 1pm - 1:30pm		
2pm	GSA/CISA Meeting @ GSA, 1800 F Street NW, Room 6151 1:30pm - 2:15pm		
3pm	EWM/Jack to Weekly 1:1 @ 6159 2:30pm - 3pm		
4pm	EWM to OMA Meeting @ SCIF 3:15pm - 4pm  FAS Bi-Weekly Check-in @ Conference Room 6159 4pm - 5pm	Monthly Reminder: 3:30pm - 4pm	
5pm	EWM/FAS Section 846 5pm - 5:15pm  EWM/Allison/Rob to daily sync-up 5:15pm - 5:45pm		
6pm	HOLD - (b) (6) 6pm - 8pm		
7pm			

Fri 1/11

Sat 1/12

Sun 1/13

(b) (6)

6am

7am

8am

9am

10am

11am

Daily Budget Sync @ 6120  
11am - 11:30am

12pm

1pm

2pm

3pm

4pm

	Mon 1/14	Tue 1/15	Wed 1/16
	(b) (6)		
7am			
8am			
9am			Deputy Secretary Lapse Working Group Meeting @ EEOB Room 208 (Cordell Hull) 9am - 11am
10am		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	
11am			EWM/Mary travel time to 10:30am - 11am
12pm	Daily Budget Sync @ 6120 12pm - 12:30pm	Daily Budget Sync @ 6120 12pm - 12:30pm	NBIB to DOD Tollgate #2 @ Eisenhower Executive Office Building (EEOB) Room 248, 1650 Pennsylvania Avenue NW 11am - 12pm
1pm			EWM/Mary travel time to 12pm - 12:30pm LUNCH 12:30pm - 1:30pm
2pm			Desk Time 1:30pm - 2pm EWM/Allison/Rob to daily sync-up @ 6159 2pm - 2:30pm
3pm			Comms Sync @ 6159 3pm - 3:30pm
4pm			EWM to meet with Deputy U/S Kari Bingen, DoD @ GSA, 1800 F Street NW, Room 6151 3:30pm - 4:30pm
5pm			
6pm			

	Thu 1/17	Fri 1/18	Sat 1/19
8am			
9am			
10am	<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div>	<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div>	
	<div>EWM/Anil/Bob to Weekly 1:1 @ 6159 10:15am - 10:45am</div>	<div>Meeting @ 6159 10am - 10:30am</div>	
11am	<div>Weekly Budget Update @ 6120 11am - 11:30am</div>	<div>Desk Time 10:30am - 11:15am</div>	
	<div>EWM/Allison/Mary/Rob to weekly sync-up @ 6159 11:30am - 12pm</div>	<div>EWM/Alan Weekly Catch-Up @ 6159 11:15am - 11:45am</div>	
12pm	<div>Daily Budget Sync @ 6120 12pm - 12:30pm</div>	<div>Weekly Lunch Meeting @ 6120 12pm - 1pm</div>	
1pm	<div>LUNCH 12:30pm - 1:30pm</div>		
2pm	<div>Check-in with GSA @ (b) (6) 1:30pm - 2pm</div>	<div>EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 1:30pm - 2pm</div>	
	<div>Bi-Weekly Check In with Jessica @ 6159 2pm - 2:30pm</div>	<div>EWM/Jack to Weekly 1:1 @ 6159 2:15pm - 2:45pm</div>	
3pm	<div>Stan/Emily/Brian Connect Stan to call Emily and conference Brian in 2:30pm - 3pm</div>		
	<div>EWM/Allison/Rob to daily sync-up 3pm - 3:30pm</div>	<div>EWM/Charles to 1:1 Monthly @ 6159 3pm - 3:30pm</div>	
4pm	<div>Emily/Dan 1:1 @ 6159 3:45pm - 4:15pm</div>		
5pm	<div>SmartPay Discussion @ (b) (6) 4:30pm - 5pm</div>	<div>EWM/Allison/Rob to daily sync-up 4:30pm - 5pm</div>	
	<div>HOLD 5pm - 6pm</div>		
6pm			
7pm			

	Sun 1/20	Mon 1/21	Tue 1/22
8am			
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			Weekly Meeting with the Administrator @ 6159 10:45am - 11:15am
12pm			EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 11:30am - 12pm
			Daily Budget Sync @ 6120 12pm - 12:30pm
1pm			Desk Time 1pm - 1:30pm
2pm			Catch-up w/ Pam @ 6159 1:30pm - 1:45pm
			Discussion with David Vargas @ 6159 2pm - 2:30pm
3pm			PBS Bi-weekly Check-In @ Conference Room 6159 3pm - 4pm
4pm			Desk Time 4pm - 5pm
5pm			
6pm			
7pm			



	Wed 1/23	Thu 1/24	Fri 1/25
7am			
8am		(b) (6) @ South Court Auditorium, EEOB 7:30am - 8:30am	
9am		Emily & Margaret Sync 9am - 9:15am	
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am Desk Time 10am - 11:15am	Deputy Secretary Lapse Working Group Meeting @ EEOB Room 208 (Cordell Hull)	Administrator's Daily Huddle @ 6159 9:30am - 10am Coffee 10am - 10:30am
11am	Monthly Acquisition Coordination meeting @ 6159 11:15am - 12pm	Weekly Budget Update @ 6120 11am - 11:30am Daily Budget Sync @ 6120 11:30am - 12pm	EWM/Alan Weekly Catch-Up @ 6159 11am - 11:30am
12pm	Daily Budget Sync @ 6120 12pm - 12:30pm		
1pm	Lunch 12:30pm - 1pm EWM/Dan/Michael to meet with Mayor Lyda Krewson, St. Louis, MO 1pm - 1:30pm		Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm
2pm	Desk Time 1:30pm - 2:30pm	Desk Time 2pm - 3pm	Daily Budget Sync @ 6120 1:30pm - 2pm
3pm	FAS Bi-Weekly Check-in @ Conference Room 6159 2:30pm - 3:30pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 3pm - 3:30pm	EWM/Jack to Weekly 1:1 @ 6159 2:15pm - 2:45pm
4pm	EWM/FAS Section 846 Update @ 6159 3:30pm - 3:45pm HOLD 4pm - 4:30pm	SmartPay Update @ 6159 3:30pm - 4:30pm	CISO Meet and Greet @ 6159 3pm - 3:30pm
5pm			EWM/Allison/Rob to daily sync-up 4:30pm - 5pm
6pm			

	Sat 1/26	Sun 1/27	Mon 1/28
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am
			Desk Time 11:15am - 12pm
12pm			Daily Budget Sync @ 6120 12pm - 12:30pm
1pm			LUNCH 12:30pm - 1:30pm
2pm			Desk Time 1:30pm - 2:30pm
3pm			EWM/Mary Gibert to Monthly 1:1 @ 6159 2:30pm - 3pm
			Desk Time 3pm - 3:30pm
4pm			SES Leadership Monthly Meeting @ 1800 F Room 5001 & 3042 / Regions Telepresence Room 3:30pm - 4:30pm
5pm			Desk Time 4:30pm - 5pm
			EWM/Allison/Rob Daily Sync @ 6159 5pm - 5:30pm
6pm			(b) (6) 6pm - 8pm
7pm			
8pm			

	Tue 1/29	Wed 1/30	Thu 1/31
8am	(b) (6) 7:30am - 8:30am		
9am			EWM travel time to EEOB 8:30am - 9am
10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am		Deputy Secretary Post-Lapse Working Group Meeting @ EEOB Room 208 (Cordell Hull) 9am - 10:30am
11am	Desk Time 10am - 12pm		EWM travel time to GSA 10:30am - 11am
12pm	Daily Budget Sync @ 6120 12pm - 12:30pm	Administrator's Daily Huddle @ 6159 12pm - 12:30pm	Administrator's Daily Huddle @ 6159 11am - 11:15am
1pm	LUNCH 12:30pm - 1pm	LUNCH 12:30pm - 1pm	Daily Budget Sync @ 6120 11:30am - 12pm
	EWM/Allison/Rob Daily Sync 1pm - 1:30pm	Daily Budget Sync @ 6120 1pm - 1:30pm	LUNCH 12pm - 1pm
2pm	Desk Time 1:30pm - 2pm	Desk Time 1:30pm - 2pm	Desk Time 1pm - 1:30pm
	DEOS Update @ 6159 2pm - 3pm	EWM/David to Monthly Meeting @ 6159 2pm - 2:30pm	Bi-Weekly Check In with Jessica @ 6159 1:30pm - 2pm
3pm		Desk Time 2:30pm - 3pm	Desk Time 2pm - 3:45pm
		EWM/Anil to Weekly 1:1 @ 6159 3pm - 3:30pm	
4pm		Desk Time 3:30pm - 4pm	Emily/Dan 1:1 @ 6159 3:45pm - 4:15pm
		CALL - EWM to call 4pm - 4:30pm	
5pm		EWM/Allison/Ana hita to meet @ 4:50pm - 5pm	EWM travel time to WH 4:30pm - 5pm
		EWM/Allison/Rob Daily Sync @ 5pm - 5:30pm	
6pm		EWM Travel Time 5:30pm - 6pm	
7pm		EWM to George Mason University School of Business Center for Government Contracting Opening @ George Mason University, Founders Hall, 3351 Fairfax Drive, Founders Way North Garage, Arlington 6pm - 8pm	

	Fri 2/1	Sat 2/2	Sun 2/3
7am			
8am			
9am			
10am			
11am			
12pm	Daily Budget Sync @ 6120 12pm - 12:30pm		
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			

	Mon 2/4	Tue 2/5	Wed 2/6
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
	Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	PBS Bi-weekly Check-In @ Conference Room 6159 10:15am - 11:15am	Desk Time 10am - 10:30am
11am	EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM/Anil to meet @ 6159 11:15am - 11:	EWM to Murder Board #2 @ Room 4046 10:30am - 12:30pm
	Daily Budget Sync @ 6120 11:30am - 12pm	EWM travel time 11:30am - 12pm	
12pm	LUNCH 12pm - 12:30pm	HOLD 12pm - 2:30pm	
1pm	EWM to Murder Board #1 @ Room 4046 12:30pm - 2pm		EWM/Jeff/Rob/Jack to meet @ 12:30pm - 12: LUNCH 12:45pm - 1:45pm
2pm	Travel Time 2pm - 2:30pm		Desk Time 1:45pm - 3pm
3pm	Meeting @ Room 476, EEOB 2:30pm - 3:30pm	EWM travel time 2:30pm - 3pm	
	Travel Time 3:30pm - 4pm	EWM to meeting @ 1099 14th St NW, Washington, DC 20005 3pm - 5pm	EWM/Jeff Travel time to Hill 3pm - 3:30pm
4pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 4pm - 4:30pm		HILL - EWM/Jeff to meet with Rep. Chuck Fleischmann (R-TN) @ 2410 3:30pm - 4pm
	EWM/Alan Weekly Catch-Up @ 6159 4:30pm - 5pm		HILL - EWM/Jeff to meet with Ranking Member Tom Graves (R- 4:15pm - 4:45pm
5pm	EWM/Allison/Rob to Daily Sync-up @ 6159 5pm - 5:30pm		HILL - EWM/Jeff to meet with Congressman Cartwright, D-PA @ 5pm - 5:30pm
6pm	EWM travel time 5:45pm - 6:30pm		EWM travel time 5:30pm - 6:30pm
7pm	(b) (6) 6:30pm - 8pm		(b) (6) 6:30pm - 8pm
8pm			
9pm		SOTU 9pm - 10pm SOTU	

	Thu 2/7	Fri 2/8	Sat 2/9
7am			
8am	(b) (6) @ EEOB, Room 430 ABC 7:30am - 8:30am		
9am	EWM/Jeff Travel time to HILL 9am - 9:30am	CALL - EWM/Jeff/Rob to speak with Chairman Mike Quigley (D-IL) @ 9am - 9:30am	
10am	HILL - EWM/Jeff to meet with Rep. Chris Stewart, R-UT @ 2242 RHOB 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
11am	HILL - EWM/Jeff to meet with Rep. Charlie Crist (D-FL) @ 215 CHOB 10:15am - 10:45am	Desk Time 10am - 10:30am	
	HILL - EWM/Jeff to meet with Rep. Norma Torres (D-CA) @ 2444 RHOB 11:15am - 11:45am	EWM to Murder Board #3 @ Room 4046 10:30am - 12pm	
12pm	HILL - EWM/Jeff to meet with Rep. Sanford Bishop (D-GA) @ 2407 12pm - 12:30pm	Travel Time 12pm - 12:30pm	
1pm	Travel time to GSA 12:30pm - 1pm	EWM to lunch with Dana Wade @ Garden Cafe, 2116 F St NW, Washington, DC 20037, USA 12:30pm - 1:30pm	
	LUNCH 1pm - 2pm	Travel Time 1:30pm - 2pm	
2pm	Meeting @ 6159 2pm - 3pm	Desk Time 2pm - 2:30pm	
3pm		CALL - EWM/Dan to call @ 6159 2:30pm - 3pm	
4pm	EWM/Anil to Weekly 1:1 @ 6159 3:15pm - 3:45pm	Desk Time 3pm - 5pm	
	EWM/Allison quick chat @ 6159 4:15pm - 4:30pm		
5pm	CALL - EWM/MMW to Sync-up 5:15pm - 5:45pm		
6pm			

	Sun 2/10	Mon 2/11	Tue 2/12
8am			
9am			
10am			Administrator's Daily Huddle @ 6159 10am - 10:30am
11am		TO RESCHEDULE: CALL - HILL - EWM/Jeff to speak with Rep. David 10:45am - 11:15am	Desk Time 10:30am - 11am  EWM Weekly Communications Huddle @ 6159 11am - 11:30am
12pm		Administrator's Weekly Coordination Meeting @ Room 6120 11:30am - 12pm  Administrator's Daily Huddle @ 6159 12:15pm - 12:30pm	EWM/Allison/Rob to Daily Sync @ 11:45am - 12pm  LUNCH 12pm - 1pm
1pm		HOLD 1pm - 3pm	CALL: EWM/Pam to speak (b) (6), Fed100 @ 6159 1pm - 1:15pm  Desk Time 1:30pm - 2pm
2pm			EWM/Comms to Social Media meeting @ 6159 2pm - 2:30pm  Desk Time 2:30pm - 3pm
3pm		Desk Time 3pm - 4:30pm	EWM/Allison/Rob/Mary Davie to Weekly Sync-up @ 6159 3pm - 3:30pm
4pm			CALL - EWM/Scott 3:45pm - 4pm  Desk Time 4pm - 5pm
5pm			
6pm			
7pm			

	Wed 2/13	Thu 2/14	Fri 2/15
		(b) (6)	
10am			
11am			
12pm			
1pm			
2pm	NBIB-to-DOD Transfer Tollgate Meeting #3 @ EEOB Room 248 2pm - 3pm		
3pm			
4pm			CALL - EWM to Discussion 3:45pm - 4:45pm
5pm			
6pm			
7pm			
8pm			
9pm			



Sat 2/16

Sun 2/17

Mon 2/18

(b) (6)

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

	Tue 2/19	Wed 2/20	Thu 2/21
8am			HOLD 8am - 9am
9am		(b) (6) 8:30am - 9:30am	EWM travel time to GSA 9am - 9:30am
10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am		Administrator's Daily Huddle @ 6159 9:30am - 10am
	Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am		EWM/Anil to Weekly 1:1 @ 6159 10:15am - 10:45am
	Desk Time 10:30am - 11am		
11am	PBS Bi-weekly Check-In @ Conference Room 6159 11am - 12pm		EWM/Allison/Mary/Rob to weekly sync-up @ 6159 11am - 11:30am
12pm	EWM (b) (6) to lunch @ EWM's office, 6159 12pm - 1pm		EWM/Allison/Jack travel time 11:45am - 12pm
			EWM/Allison/Jack to lunch with (b) (6) @ Garden Cafe, 2116 F St NW, Washington, DC
1pm	EWM Weekly Communications Huddle @ 6159 1pm - 1:30pm	CALL: EWM/Andrew Discussion 1pm - 2pm	EWM/Allison/Jack travel time to GSA 1pm - 1:30pm
2pm	HOLD: Desk Time 1:30pm - 2:30pm		EWM/Allison/Jack/Mary to meeting @ 6159 1:30pm - 2pm
			Management Control & Oversight Council @ Conference Room 6213 Call in number (b) (6) 2pm - 3pm
3pm	EWM/Jessica/Beth to SQS prep @ 6159 2:30pm - 3pm		Monthly Acquisition Coordination meeting @ 6159 3pm - 3:30pm
	EWM/Allison/Jack/Rob to sync-up @ 6159 3:15pm - 3:45pm		EWM travel time to EEOB 3:30pm - 4pm
4pm	Desk Time 3:45pm - 4:15pm		SQS Discussion @ EEOB 248 4pm - 4:45pm
	EWM/David Vargas to Monthly 1:1 @ 6159 4:15pm - 4:45pm		
5pm	EWM/Allison/Rob to Daily Sync @ 6159 4:45pm - 5:15pm		
6pm			Emily and Margaret Sync Up @ DDM Office 6pm - 6:30pm
7pm			

	Fri 2/22	Sat 2/23	Sun 2/24
8am			
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am		
11am	EWM/OGP/FAS to TDR Metrics & Decision Paper discussion @ 6159 10:15am - 10:45am Desk Time 10:45am - 11:45am		
12pm	EWM/Allison/Rob/Jessica to Org Proposal Discussion @ 6159 11:45am - 12:15pm		
1pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm		
2pm	EWM/Jack to Weekly 1:1 @ 6159 1:30pm - 2pm		
3pm	EWM/Allison/Rob to Dashboard Update @ 6159 2:15pm - 2:45pm		
4pm	EWM/Anahita Reilly to Monthly 1:1 Meeting @ 6159 3pm - 3:30pm EWM/Allison/OCE to Contact Center Briefing @ 6159 3:30pm - 4pm EWM/Alex to FPISC discussion 4pm - 4:15pm EWM/Allison/Rob to daily sync-up 4:15pm - 4:45pm		
5pm			
6pm			
7pm			

	Mon 2/25	Tue 2/26	Wed 2/27
8am			
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am Desk Time 10am - 10:30am	Administrator's Daily Huddle @ 6159 9:30am - 10am
11am	EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM/Rob to meet with Ken Allen, ACT-IAC @ 6159 10:30am - 11am Desk Time 11am - 11:30am	EWM/Charles to 1:1 Monthly @ 6159 10:15am - 10:45am
12pm	EWM/Alan Weekly Catch-Up @ 6159 11:30am - 12pm LUNCH 12pm - 1pm	EWM to NewPay bi-weekly discussion @ 6159 11:30am - 12pm Lunch 12pm - 1pm	EWM to Coffee Chat @ 6159 11am - 12pm LUNCH 12pm - 1pm
1pm	EWM/Mark McHale to Monthly 1:1 @ 6159 1pm - 1:30pm	Desk Time 1pm - 2pm	Desk Time 1pm - 1:30pm
2pm	EWM/Alex Herrgott to 1:30pm - 1:40pm EWM/Jeff 1:1 OCIA Monthly 1:45pm - 2:15pm	FAS Bi-Weekly Check-in @ Conference Room 6159 2pm - 3pm	GSA/OMB to Fleet Program Discussion @ GSA, 1800 F Street 1:30pm - 2pm Sharing Quality Services Sync-up Meeting @ GSA, 1800 F Street NW, Room 6120 2pm - 3pm
3pm	EWM/Mary Gibert to Monthly 1:1 @ 6159 2:30pm - 3pm Desk Time 3pm - 3:30pm	EWM/FAS Section 846 Update @ 6159 3pm - 3:15pm	
4pm	SES Leadership Monthly Meeting @ 1800 F Room 5001 / Regions Telepresence Room 3:30pm - 4:30pm	Desk Time 3:30pm - 4pm EWM/Jeff to ACT-IAC speech prep @ 6159 4pm - 4:30pm	EWM/Comms to Social Media meeting @ 6159 3:30pm - 4pm Desk Time 4pm - 5pm
5pm	EWM/Brian to Meet & Greet with Kevin Johnson @ 6159 4:30pm - 5pm	Desk Time 4:30pm - 5pm EWM/Allison/Rob to daily sync @ 6159 5pm - 5:30pm	CALL - EWM to speak with Dep. Sec. Kelley, Dept of Commerce @ 5pm - 5:30pm
6pm			
7pm			

	Thu 2/28	Fri 3/1	Sat 3/2
	12am - CANX: Software Provenance Update (UNCLASSIFIED) @ 3F185 ?		
7am			
8am	(b) (6) @ EEOB, Indian Treaty Room, 474 7:30am - 8am		
	HOLD 8am - 9am		
9am	Travel Time to GSA 9am - 9:30am		
10am	(b) (6) 9:45am - 10:45am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
		EWM/Jack to Weekly 1:1 @ 6159 10:15am - 10:45am	
11am	EWM to Black History Month BIG event @ Auditorium, 1800 F 11am - 12pm	EWM/Jeff Leieritz Speech Prep @ 6159 11am - 11:30am	
12pm	LUNCH 12pm - 1pm	CALL: EWM/(b) (6) to Discussion 11:30am - 12:30pm	
1pm	EWM/David to Monthly Meeting @ 6159 1pm - 1:30pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm	
2pm	EWM/Allison/OCE/PBS to FY18 Tenant Satisfaction Survey results 1:45pm - 2:15pm	EWM/Mark/Jeff/Brian/Alex to 1:35pm - 1:50pm	Monthly Administrator/IG Meeting @ 6159 2pm - 3pm
	EWM/Allison/Rob/Jack to sync-up @ 6159 2:15pm - 2:30pm		
3pm	CALL: EWM/(b) (6) to Discussion 3pm - 3:45pm	CALL: EWM/(b) (6) to Discussion @ EWM to Call Andrew 3pm - 4:30pm	
4pm	Emily/Dan 1:1 @ 6159 3:45pm - 4:15pm		
5pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 4:30pm - 5pm	EWM/Allison/Rob to daily sync-up 4:30pm - 5pm	

	Sun 3/3	Mon 3/4	Tue 3/5
7am			
8am			CALL - EWM to speak with Dep. Sec. Eric Hargan, HHS 8:15am - 8:25am
9am			
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Weekly Meeting with the Administrator @ 6159 10am - 10:30am Desk Time 10:30am - 11:15am
11am		EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am EWM/Carla/Jeff travel time to WCOE keynote 11:15am - 11:45am	EWM/Mary/Rob to weekly sync-up @ 6159 11:15am - 11:45am
12pm		EWM to provide Keynote Address at Women Construction Owners & Executives Annual Washington Meeting @ InterContinental The Willard Washington D.C., 1401 Pennsylvania Ave NW, Washington, DC 20004, USA 11:45am - 1pm	Lunch 12pm - 1pm
1pm		EWM/Carla travel time to GSA 1pm - 2pm	EWM/Alan to speak with Jon Hassinger @ 6159 1:15pm - 1:45pm
2pm		Desk Time 2pm - 3pm	CALL - EWM (b) (6) to speak @ 6159 2pm - 3:30pm
3pm		Murder Board #1 @ 4046 3pm - 4:30pm	CALL - EWM to speak with A/S Bryan Slater, DoL @ 6159 3:30pm - 4pm EWM/Rob/Brian/Jeff (b) (6) @ 6159 4:15pm - 4:45pm
4pm		Desk Time 4:30pm - 5pm	EWM/Rob/Brian/Mark (b) (6) @ 6159 5pm - 5:30pm
5pm		EWM/Rob to meet with Mike Berkholtz, DoD @ 6159 5pm - 5:30pm	
6pm			

	Wed 3/6	Thu 3/7	Fri 3/8
8am	(b) (6) @ EEOB, South Court Auditorium 7:30am - 8:30am		
9am	USDA COE Check-in @ WH, Roosevelt Room 9am - 10am		Travel to Rayburn 8:45am - 9:30am
10am	Travel Time to GSA 10am - 10:30am	EWM travel time to PMC 9:30am - 10am	HILL - EWM/MMW Meeting w/ Rep Meadows @ 2160 Rayburn HOB 9:30am - 10am
11am	Administrator's Daily Huddle @ 6159 10:30am - 11am	Full President's Management Council (PMC) Meeting @ EEOB Room 430 10am - 11:30am	EWM/Rob travel time to GSA 10am - 10:30am
	Desk Time 11am - 11:30am		Desk Time 10:30am - 12pm
12pm	EWM/MMW travel time to Hill 11:30am - 12:15pm	EWM Travel Time to GSA 11:30am - 12pm	
	HILL - EWM/MMW to meet with Senator John Kennedy (R-LA) @ 416 12:15pm - 12:45pm	Administrator's Daily Huddle @ 6159 12pm - 12:30pm	EWM/Alan Weekly Catch-Up @ 6159 12pm - 12:30pm
1pm	EWM/MMW travel time to GSA 12:45pm - 1:15pm	Lunch 12:30pm - 1:30pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:10pm
	Lunch 1:15pm - 2pm		CALL - GSA/DHS discussion @ 1:15pm - 1:30pm
2pm	EWM Murder Board #2 @ 4046 2pm - 3:30pm	EWM/Anil to Weekly 1:1 @ 6159 1:30pm - 2pm	EWM Murder Board #3 @ 4046 1:30pm - 2:30pm
		EWM/MMW travel time to Hill 2pm - 2:30pm	
3pm		HILL - EWM/MMW to meet with Rep. Jim Jordan (R-OH-04) @ 2056 2:30pm - 3pm	EWM/Rob travel time to EEOB 2:30pm - 3pm
		EWM/MMW travel time to GSA 3pm - 3:30pm	PAC Meeting on Personnel Vetting Reform @ EEOB Room 350 3pm - 4pm
4pm	TRAVEL: EWM/MMW to Hill @ GSA to Senate 3:45pm - 4:15pm	Desk Time 3:30pm - 4pm	
		EWM/OCIA to St. Es prep 4pm - 4:30pm	EWM travel time to GSA 4pm - 4:30pm
5pm	HILL - EWM/MMW to meet with Chairman Ron Johnson (R-WI) @ 4:30pm - 5pm	EWM (b) (6)	EWM/Brian/Alex to discussion @ 6159 4:30pm - 4:45pm
	EWM/MMW travel time to GSA/OMB 5pm - 5:30pm		
6pm	(b) (6)		
7pm	(b) (6)	(b) (6)	

	Sat 3/9	Sun 3/10	Mon 3/11
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
11am			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
12pm			Murder Board #4 @ 4046 10:30am - 12:30pm
1pm			Lunch 12:45pm - 1:45pm
2pm			Travel time to St. E's @ 6151, then east courtyard 1:45pm - 2:30pm
3pm			St. Elizabeth's Tour @ St E's campus 2:30pm - 4:30pm
4pm			
5pm			Travel time to GSA @ 6151, then east courtyard 4:30pm - 5:15pm
6pm			Travel time 5:15pm - 5:30pm
7pm			EWM/Rob to meeting @ (b) (6) 5:30pm - 7:30pm
8pm			



	Tue 3/12	Wed 3/13	Thu 3/14
7am	EWM/Jeff travel time to ACT-IAC 7:15am - 7:45am		
8am	EWM prep time for ACT-IAC @ Grand Hyatt Washington, 1000 H St 7:45am - 8:15am EWM to provide Opening Keynote at ACT-IAC 2019 Acquisition 8:15am - 8:40am	EWM/Jeff travel time to Hill 8am - 9am	
9am	EWM/Jeff travel time to GSA 9am - 9:30am Desk Time 9:30am - 10am	HOLD 9am - 10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am
10am	EWM Weekly Communications Huddle @ 6159 10am - 10:30am	EWM to FSGG Subcommittee Hearing @ 2362-A RHOB 10am - 12pm	Desk Time 10am - 10:30am
11am	Murder Board #5 @ 4046 10:45am - 11:45am		Emily/Dan 1:1 @ 6159 11am - 11:30am Desk Time 11:30am - 12pm
12pm	LUNCH 11:45am - 12:15pm EWM/Jeff to Travel Time to Hill 12:15pm - 12:45pm	EWM travel time to GSA 12pm - 1pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 12pm - 12:30pm
1pm	HILL - EWM/Rob to meet with Rep. David Joyce (R-OH) @ 1124 LHOB 12:45pm - 1:15pm EWM/Jeff travel time to GSA 1:15pm - 1:45pm	Lunch 1pm - 1:30pm Travel time 1:30pm - 2pm	CALL - EWM/MMW to sync-up 12:45pm - 1:15pm LUNCH 1:15pm - 2:15pm
2pm	Desk Time 1:45pm - 2:30pm EWM/Allison to (b) (6) @ 1800 F St NW, 2:30pm - 3pm	(b) (6) 2pm - 3pm	EWM/Rob/Brian/Mark/Pam (b) (6) @ 2:15pm - 2:45pm
3pm	EWM/Allison Tollgate #6 Prep 3:15pm - 3:45pm EWM hearing prep 3:45pm - 5pm	Travel time 3pm - 3:30pm Desk Time 3:30pm - 5pm	EWM travel time to EEOB 3pm - 3:30pm Status Update on OPM/GSA Reorg @ EEOB Room 248 3:30pm - 4:30pm EWM travel time (b) (6) 4:30pm - 5pm
4pm			
5pm			(b) (5) 5pm - 7pm
6pm		(b) (6) @ The Hamilton, 600 14th St NW, Washington, DC 20005, USA 5:30pm - 6:30pm	

	Fri 3/15	Sat 3/16	Sun 3/17
			Stay at The St. Anthony, a Luxury Collection Hotel, San Antonio @ The St. Anthony, a Luxury Collection
8am	(b) (6) 8am - 9am		
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am		
11am	EWM/OGP/OCIA/OGC/PBS/FAS to NDAA Leg Proposals @ 6159 10:15am - 11:15am		
12pm	Bi-Weekly Check In with Jessica @ 6159 11:30am - 12pm		
	Desk Time 12pm - 12:30pm		
1pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm		
2pm	Desk Time 1:30pm - 2:15pm		
	EWM/Jack to Weekly 1:1 @ 6159 2:15pm - 2:45pm		
3pm	EWM/Alan Weekly Catch-Up @ 6159 3pm - 3:30pm		EWM/Mike Travel Time to IAD 3pm - 4pm
4pm	EWM to meet & greet with Earl Pinto @ 6159 3:45pm - 4:15pm		
5pm	EWM/Allison/Rob to daily sync-up 4:30pm - 5pm		
6pm			EWM depart IAD on United flight #2380, arrive SAT 6:10pm - 8:50pm
			10:30pm - 11:30pm EWM/Mike Check in to St. Anthony Hotel

	Mon 3/18	Tue 3/19	Wed 3/20
	Stay at The St. Anthony, a Luxury Collection Hotel, San Antonio @ The St. Anthony, a Luxury Collection EWM to San Antonio, TX Courthouse Groundbreaking Stay at Courtyard by Marriott Austin Downtown/Convention Center @ Courtyard by Marriott Austin Downtown/Convention Center, Austin		
8am			(b) (6) @ South Court Auditorium, EEOB 7:30am - 8am
			HOLD 8am - 9am
9am		Breakfast & Check Out of Hotel 9am - 9:30am	
10am	Breakfast & Check Out of Hotel 9:30am - 10am	Depart to Austin Federal 9:30am - 9:45am	Tour of Austin Federal 9:45am - 10:15am
	Administrator's Weekly 10am - 10:30am	Depart to Hipolito Garcia 10:15am - 10:30am	Administrator's Daily Huddle @ 6159 10am - 10:30am
11am	Tour of Hipolito Garcia Federal 10:30am - 11am	Depart to AFWERX @ 700 10:30am - 10:45am	EWM/Staff travel time to NAPA 10:30am - 11am
	Depart to John H. Wood Jr. U.S. 11:15am - 11:30am	EWM to Meeting with AFWERX 10:45am - 11:15am	EWM/Margaret/Suzette to PMA Anniversary Event @ NAPA office, 1600 K Street, N.W., Suite 400 11am - 11:45am
12pm	Tour of John H. Wood Jr. U.S. Courthouse 11:30am - 12pm	Depart to Army Futures Command @ 210 W. 7th Street, Austin, Texas 11:30am - 12pm	EWM travel time to GSA 11:45am - 12:15pm
	Lunch at The Station Cafe @ 108 King William, San Antonio, Texas 78204 12:30pm - 1:30pm	EWM to Meeting with Army Futures Command Leadership 12pm - 12:45pm	Lunch 12:15pm - 1:30pm
1pm		Lunch at ThunderCloud Subs @ 360 Nueces St, Suite 80, Austin, TX 78701 1pm - 2pm	FAS Bi-Weekly Check-in @ Conference Room 6159 1:30pm - 2:30pm
2pm	Depart for New San Antonio 1:45pm - 2pm	Pre-Ceremony Interaction with Speakers 2pm - 3pm	EWM/FAS Section 846 Update @ 6159 2:30pm - 2:45pm
3pm	New San Antonio Federal Courthouse Groundbreaking Ceremony @ 214 W. Nueva Street, San Antonio, TX	Depart to JJ Pickle Federal 2pm - 2:15pm	EWM/Allison FY19 3pm - 3:15pm
		NBIB to DoD Transfer Tollgate Meeting #4 @ EEOB Room 210/212 (Diplomatic Reception Room) 2:30pm - 4:30pm	Desk Time 3:15pm - 3:45pm
4pm		Tour JJ Pickle Federal Building 2:15pm - 3pm	Monthly Acquisition Coordination meeting @ 6159 3:45pm - 4:15pm
		Depart for Austin Bergstrom Intl Airport	Desk Time 4:15pm - 5pm
5pm	5pm - 7:30pm Travel Time to Austin, TX 7:30pm - 8pm Check in to Courtyard by Marriott Austin 8pm - 9pm CALL - EWM to call	5:45pm - 8:56pm EWM depart AUS on United flight #6150,	

	Thu 3/21	Fri 3/22	Sat 3/23
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	
11am		CO/NCR SES Co-relocation Update Meeting @ Central Office, Room 1425 10am - 11am	
12pm		EWM/Alan Weekly Catch-Up @ 6159 11:15am - 11:45am	
		EWM/FAS to Federal Marketplace Briefing @ 6159 11:45am - 12:15pm	
1pm		Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm	
2pm		Travel time to OMB 1:30pm - 2pm	
		President's Management Agenda 1-Year Anniversary Reception @ 2pm - 2:30pm	
3pm		Travel time to GSA 2:30pm - 3pm	
		EWM/ Jeff to OCIA Monthly Meeting @ 6159 3pm - 3:30pm	
4pm		EWM/Alan/Dan to Audit Planning meeting prep discussion @ 6159 3:45pm - 4:15pm	
5pm		EWM/Toni to Presidential Rank Awards briefing @ 6159 4:30pm - 4:45pm	
6pm			
7pm			(b) (6) 6:45pm - 8:45pm
8pm	CALL - EWM to call 7:30pm - 8:30pm		
9pm			

	Sun 3/24	Mon 3/25	Tue 3/26
		FYI - Jeff Post (b) (6)	
9am			
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am
11am		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am EWM to take CXO & Women's 10:30am - 10:45am EWM Weekly Communications 10:45am - 11am	EWM/Allison to participate in CO Collocation Town Hall @ 1800 F, Auditorium 10am - 11am
12pm		EWM travel time to lunch 11:30am - 12pm	Desk Time 11am - 11:30am Personnel Sync @ Room 6159 11:30am - 12pm
1pm		EWM / A/S Slater to Lunch @ Hamilton's Bar & Grill, 233 2nd St NW, Washington, DC 20001, USA 12pm - 1pm	EWM/Lenny to lunch @ 6159 12pm - 1pm
2pm		Travel time 1pm - 1:30pm GSA/DOL COE Meeting @ United States Department of Labor, 200 Constitution Ave NW, Washington, DC 20210, USA 1:30pm - 2:30pm	EWM/Allison/CFO/FAS/CIO to ASF Cost & Capital Plan discussion @ 1pm - 1:30pm Desk Time 1:30pm - 2pm
3pm		EWM/Anil travel time to GSA 2:30pm - 3pm	EWM/David to Monthly Meeting @ 6159 2:15pm - 2:45pm
4pm		Desk Time 3pm - 3:30pm SES Leadership Monthly Meeting @ 1800 F Room 5001 / Regions Telepresence Room 3:30pm - 4:30pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 3pm - 3:30pm Desk Time 3:30pm - 4:15pm
5pm		Tollgate #6 Prep meeting @ 6151 4:30pm - 5:15pm	EWM/Charles to 1:1 Monthly @ 6159 4:15pm - 4:45pm
6pm		CALL - EWM/Rob (b) (6) @ 6159 5:30pm - 6pm Travel time 6pm - 6:30pm	EWM/Brian/Rob Meet & Greet 5pm - 5:30pm EWM/Rob/Alan/Jack to meet & 5:10pm - 5:30pm
7pm		(b) (6) 6:30pm - 8pm	(b) (6) 6pm - 7pm
8pm			

	Wed 3/27	Thu 3/28	Fri 3/29
	FYI - Jeff Post (b) (6)		
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
	Desk Time 10am - 10:30am		EWM to NewPay bi-weekly discussion @ 6159 10am - 10:30am
11am	EWM/Dan/Alan to speak to OIG Audit Planning Team @ 1800 F St, 10:30am - 11am	EWM/Anil to Weekly 1:1 @ 6159 10:15am - 10:45am	EWM/Allison/PBS/OGC to PTT Commerce space discussion @ 6159 10:30am - 11am
	EWM travel time to EEOB 11am - 11:30am	EWM/Mary Gibert to Monthly 1:1 @ 6159 11am - 11:30am	Desk Time 11am - 12:30pm
12pm	EWM & MMW Biweekly Sync Up @ DDM Office, EEOB 260 11:30am - 12pm	EWM travel time 11:30am - 12pm	
	EWM travel time to GSA 12pm - 12:30pm	EWM to lunch with Mary Neumayr & Viktoria Seale @ Navy Mess, WH 12pm - 1pm	
1pm	EWM/Alan Weekly Catch-Up @ 6159 12:45pm - 1:30pm	EWM travel time to GSA 1pm - 1:30pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm
2pm	Lunch 1:30pm - 2pm	EWM/Mark McHale to Monthly 1:1 @ 6159 1:45pm - 2:15pm	EWM/Rob/Saul/Laura to e-commerce discussion @ 6159 1:30pm - 2pm
	EWM/Allison/FAS/PBS/OAS/OSBU to Revised Small Business Goal 2pm - 2:30pm		EWM/Jack to Weekly 1:1 @ 6159 2:15pm - 2:45pm
3pm	Travel time to EEOB 2:30pm - 3pm	Bi-Weekly Check In with Jessica @ 6159 2:30pm - 3pm	
	GSA/OPM/OMB Tollgate #6 @ EEOB Room 350 3pm - 4pm	Emily/Dan 1:1 @ 6159 3pm - 3:30pm	EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 3pm - 3:30pm
4pm		Desk Time 3:30pm - 4pm	
	Travel time to GSA 4pm - 4:30pm	EWM/Allison/Rob to sync-up @ 6159 4pm - 4:30pm	EWM/Comms to Social Media meeting @ 6159 3:45pm - 4:15pm
5pm	Desk Time 4:30pm - 5pm	EWM prep 4:30pm - 5pm	
	In-Person: GSA/OMB/DoD to DEOS Update @ GSA, 1800 F Street NW, 5pm - 5:30pm	EWM/Rob to 2019 Fed 100 Gala @ Grand Hyatt Washington, 1000 H St NW, Washington, DC 20001, USA 5pm - 9pm	
6pm			
7pm			
8pm			

	Sat 3/30	Sun 3/31	Mon 4/1
			EWM/Jessica to R8
			Stay at Courtyard by Marriott Denver Downtown @ Courtyard by Marriott Denver Downtown, Denver
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
			Travel time to Hill 10am - 10:30am
			Administrator's Weekly 10am - 10:30am
11am			HILL - EWM/Laura Stanton/Jeff Post to meet with Rep. Mac Thornberry 10:30am - 11am
			Travel time to GSA 11am - 11:30am
12pm			Desk Time 11:30am - 12pm
			EWM/David Vargas to Monthly 1:1 @ 6159 12pm - 12:30pm
1pm			Lunch 12:30pm - 1pm
			EWM/Jessica travel time to DCA
2pm			
3pm			
			EWM/Jessica DCA-DEN on United flight #2104 3:30pm - 4:30pm
			Flight to Denver (UA 2104) @ Washington, D. C. DCA 3:30pm - 4:30pm
8pm			Travel Time to Hotel @ 934 16th Street, Denver, CO 80202 7:45pm - 8:45pm
9pm			Check In to Courtyard Denver Downtown 8:45pm - 9pm
10pm			
			(b) (6)
11pm			10:15pm - 11:30pm

	Tue 4/2	Wed 4/3	Thu 4/4
	EWM/Jessica to R8		
	Stay at Courtyard by Marriott Denver Downtown @ Courtyard by Marriott Denver Downtown, Denver		
8am			Check out of Hotel 8am - 8:30am
9am			EWM/Jessica Travel Time to DEN Airport 8:30am - 8:45am
10am	Breakfast at Hotel 10am - 10:20am	Breakfast and Check Out of Hotel 9am - 9:30am	
11am	EWM/Jessica to meet & greet 10:45am - 11am	Travel Time to USAF Academy 9:30am - 11am	April PMC Executive Meeting @ EEOB Room 208 (Cordell Hull) 10am - 11:30am
12pm	EWM/Jessica Travel Time to 10:20am - 10:45am	Arrive at USAFA North Gate 11am - 11:15am	EWM/Jessica DEN-DCA on United flight #1767 10:10am - 1:29pm
1pm	EWM to Speak at 100th Annual AGC Convention @ Colorado Convention Center, 700 14th St, Denver, CO 80202, USA 11am - 12:30pm	Customer Mission Briefing 11:15am - 11:30am	Flight to Washington, D.C. (UA 1767) @ Denver DEN 10:10am - 1:29pm
2pm	Travel Time to Lunch @ 918 17th Street, Denver, CO 1pm - 1:30pm	Travel Time to Cadet Chapel 11:45am - 12pm	
3pm	Lunch @ range Restaurant, 918 17th St, Denver, CO 80202, USA 1:30pm - 2:30pm	Cadet Chapel Tour 12pm - 12:45pm	
4pm	Travel Time to Denver Federal Complex 2:30pm - 3pm	Travel from 12:45pm - 1:15pm	
5pm	CALL: EWM to speak to HRS 3pm - 3:30pm	Travel to Staff 1:15pm - 1:30pm	
6pm	"Mezzo" Meet & Greet @ Floor 2, Big Sky Conference 3:45pm - 4:15pm	Cadet Dorm 1pm - 1:30pm	
7pm	Travel Time to Building 67 4pm - 4:10pm	Staff Tower Lunch with 1:25pm - 2:30pm	
8pm	Building 67 Tour 4:10pm - 5pm	Travel to Peterson Air Force Base 2:15pm - 3:15pm	
9pm	Travel Time to Building 41 5pm - 5:10pm	Arrive at Peterson AFB (West Gate) 3:15pm - 3:30pm	
10pm	Desk Time @ Regional Administrator's Office 5:10pm - 6pm	Meeting with Deputy 3:45pm - 4pm	
11pm	Travel Time to Hotel @ 934 16th St Mall, Denver, CO 80202 6pm - 6:30pm	NORAD Command Center Tour & Customer Conversations 4pm - 5:15pm	
12am	Travel Time to Hotel @ 934 16th St Mall, Denver, CO 80202 6pm - 6:30pm	Meet with J6 Brig. Gen. Cadwell & Col. Buck 5:15pm - 6pm	
1am	Travel Time to Hotel @ 934 16th St Mall, Denver, CO 80202 6pm - 6:30pm	Travel Time to Hotel @ 6901 Tower Road, Denver, CO 80249 6pm - 7:30pm	
2am	Travel Time to Hotel @ 934 16th St Mall, Denver, CO 80202 6pm - 6:30pm	Check In to Courtyard Denver Airport 7:30pm - 7:45pm	



	Fri 4/5	Sat 4/6	Sun 4/7
7am			
8am			
9am	<div>(b) (6) 9am - 5pm</div>		
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			

	Mon 4/8	Tue 4/9	Wed 4/10
		Stay at Kansas City Marriott Downtown @ Kansas City Marriott Downtown, Kansas City Stay at Sheraton Kansas City Hotel at Crown Center @ Sheraton Kansas City Hotel at Crown Center, Kansas City EWM to FAS Leadership Council meeting & R6 Visit @ Kansas City, MO, USA	
8am			
9am		EWM/Rob DCA-MCI via American Airlines flight #4556 8:30am - 11:27am	Breakfast at Hotel 8:30am - 9am
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am		Travel Time to GSA Region 6 Headquarters @ 2300 Main Street, 9am - 9:30am FAS Leadership Council @ Nick Dave Conference Center, First Floor 9:30am - 1:15pm
11am	EWM/FAS/OGP to OASIS briefing @ 6159 10:45am - 11:15am		
12pm	EWM/Dan Bi-Weekly 1:1 @ 6159 11:30am - 12pm Lunch 12pm - 1pm	Travel Time to Hotel @ 200 11:45am - 12pm Check In to Kansas City 12pm - 12:30pm	
1pm	Desk Time 1pm - 2pm	Lunch at Rockhill Grille @ 200 Grand Blvd., Kansas City, MO 1pm - 2pm	Lunch 1:15pm - 2:30pm
2pm	EWM Weekly Communications Huddle @ 6159 2pm - 2:30pm		
3pm	Desk Time 2:30pm - 3pm EWM/Allison/Rob to daily sync @ 6159 3pm - 3:30pm EWM/Allison travel time to EEOB 3:30pm - 4pm	Travel Time to Region 6 Headquarters @ 2300 Main Street, 2:30pm - 3pm Meeting with GSA Payroll Services Staff 3pm - 3:45pm EWM/Anil to sync on TTS 4:15pm - 4:30pm	Travel Time to Independence, MO @ Henry Truman Presidential 2:30pm - 3pm EWM to Video Shoot 3:15pm - 4:30pm
4pm	Meeting with Acting Director Vought @ Russ' office, EEOB 252 4pm - 4:30pm EWM/Allison travel time to GSA 4:30pm - 5pm	Monthly Reminder: 3:30pm - 4pm Desk Time 4:30pm - 5pm	Travel Time to Kansas City, MO @ 200 West 12th Street, Kansas City, 4:30pm - 5pm
5pm		Travel Time to Hotel @ 200 West 12th Street, Kansas City, MO 5pm - 5:30pm	
6pm			

	Thu 4/11	Fri 4/12	Sat 4/13
	Stay at Kansas City Marriott Downtown @ Kansas City Marriott Downtown, Kansas City Stay at Sheraton Kansas City Hotel at Crown Center @ Sheraton Kansas City Hotel at Crown Center Stay at Aloft Greenville Downtown @ Aloft Greenville Downtown, Greenville EWM/Rob travel R6 to R4	EWM/Rob/Jeff L R4	
9am	Breakfast and Check Out of Hotel 8:45am - 9:30am		
10am	Travel Time to Richard Bolling Federal Building @ 601 E 12th St, 9:30am - 10am Meeting with OPM Staff 10am - 10:45am	Breakfast and Check Out of Hotel 9:30am - 10am EWM Travel Time to Greenville U.S. Courthouse @ 300 E. North Street, Greenville, SC 10am - 11am	
11am	Travel time to MCI Airport 11am - 11:30am	EWM to Greenville U.S. Courthouse Groundbreaking 11am - 12pm	
12pm		Lunch 12pm - 1pm	
1pm		Travel Time to Spartanburg, SC @ 201 Magnolia Street, Spartanburg, SC 1pm - 1:45pm	
2pm	EWM/Rob MCI-CLT via AA flight #2037 1:16pm - 3:30pm	EWM to Tour Donald Stuart Russell U.S. Courthouse 1:45pm - 2:30pm	
3pm		Travel Time to Spartanburg International Airport 2:45pm - 3pm Emily & Margaret Sync Up Call @ Emily will call MMW cell (b) (6) 3:15pm - 3:30pm	
4pm	Travel Time to Charles R. Jonas Federal Building and Courthouse @ 401 W Trade Street, Charlotte, NC 3:45pm - 4:30pm Tour Jonas Construction Project 4:30pm - 5pm		
5pm		EWM/Rob GSP-DCA via AA flight #5473 4:54pm - 6:40pm	
	Travel Time to Greenville, SC @ 5 North Laurens Street, Greenville, 5:30pm - 7:30pm Travel Time to Greenville, SC @ 5 8pm - 8:30pm Check In to Aloft Greenville Downtown @		

	Sun 4/14	Mon 4/15	Tue 4/16
9am			(b) (6) 8:30am - 9:30am
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	Travel time to GSA 9:30am - 10am
		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Travel time 10am - 10:30am
11am		EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM to meeting 10:30am - 11am
			Travel time to GSA 11am - 11:30am
12pm		EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 11:30am - 12pm	Lunch 11:30am - 12:30pm
		Lunch 12pm - 1pm	
1pm			EWM/Mike travel time to CEQ 12:30pm - 1pm
		EWM/Rob to coffee with Krystal Brumfield, President, Airport 1pm - 1:30pm	GSA/CEQ/NEC meeting @ EEOB 450 1pm - 1:30pm
2pm		Desk Time 1:30pm - 2pm	Travel time 1:30pm - 2pm
		EWM/Rob to meet & greet with Harry Lee @ 6151 2pm - 2:30pm	Desk Time 2pm - 3pm
3pm			Postponed: EWM/Brian to 2pm - 2:30pm
		EWM/Rob/Brian/Mark/Pam to Meet & Greet with Katie Johnson @ 6159 2:45pm - 3:15pm	Complete Mandatory OLU Training's 3pm - 3:30pm
4pm		EWM/Rob/Michael/Jeff to meeting @ 6159 3:30pm - 4pm	EWM/Allison/Rob to daily sync @ 6159 3:30pm - 4pm
		1600-1630 Conf Call re DEOS/GSA Principals Update @ 301 909-7356 4pm - 4:30pm	
5pm		EWM/Allison/Rob/Mike/Jon to 4:30pm - 4:45pm	
		EWM/Allison/Rob to daily syn @ 4:45pm - 5:15pm	
6pm		EWM travel time 6pm - 6:30pm	
7pm		(b) (6)	
8pm			

	Wed 4/17	Thu 4/18	Fri 4/19
8am	(b) (6) 7:30am - 8am		
	HOLD 8am - 9am		
9am	EWM travel time to GSA 9am - 9:30am		(b) (6) 9am - 5pm
10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
	Desk Time 10am - 10:45am	EWM to coffee meet & greet with HRS Leadership @ U.S. Office of Personnel Management, 1900 E St NW, Washington, DC 20415, USA 10am - 11am	
11am	EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 10:45am - 11:15am	EWM travel time to GSA 11am - 11:15am	
12pm	CALL: EWM/MMW Sync Up @ EWM to Call MMW 11:30am - 12pm	EWM/Charles to 1:1 Monthly @ 6159 11:30am - 12pm	
	Lunch 12pm - 1pm	Lunch 12pm - 1pm	
1pm	Desk Time 1pm - 1:30pm	EWM/Anil to Weekly 1:1 @ 6159 1pm - 1:30pm	
2pm	EWM/Allison/Rob/Jack to sync-up @ 6159 1:30pm - 2pm	Desk Time 1:30pm - 2pm	
	EWM/Allison to QSMO Structure discussion @ 6159 2:15pm - 2:45pm	Administrator Emily Murphy (GSA) & Maj. Gen. Cameron Holt (DoD) to meeting @ GSA, 1800 F Street, Room 6151 2pm - 3pm	
3pm	Desk Time 3pm - 4pm	Desk Time 3pm - 3:30pm	
4pm		EWM/Allison to Hill Cost Savings deliverable discussion @ 6159 3:30pm - 4pm	
	EWM/Allison to Reorg Risks prep discussion @ 6159 4pm - 4:45pm	EWM/Allison/Rob to daily sync-up 4pm - 4:30pm	
5pm		EWM travel time to WH 4:30pm - 5pm	
	Desk Time 5pm - 5:30pm		
6pm	EWM travel time 5:30pm - 6pm		
	(b) (6) 6pm - 8pm	EWM travel time 6pm - 6:30pm	
7pm		(b) (6) 6:30pm - 7:30pm	

	Sat 4/20	Sun 4/21	Mon 4/22
8am			
9am			(b) (5) 9am - 12pm
10am			Administrator's Weekly 10am - 10:30am
11am			
12pm			Lunch 12pm - 1pm
1pm			EWM Weekly Communications Huddle @ 6159 1pm - 1:30pm
2pm			Desk Time 1:30pm - 2pm
3pm			EWM to TBM prep discussion @ 6159 2pm - 2:30pm
4pm			EWM/Mary Gibert to Monthly 1:1 @ 6159 2:45pm - 3:15pm
5pm			EWM/Allison to prep session @ 6159 3:15pm - 3:45pm
6pm			EWM/FAS/OGC to DEOS discussion @ 6159 4pm - 4:30pm
7pm			Travel time to EEOB @ Meet in 6151 then walk over 4:30pm - 5pm
			GSA/OPM/OMB Huddle @ EEOB Room 248 5pm - 6pm

	Tue 4/23	Wed 4/24	Thu 4/25
	Stay at AC Hotel by Marriott Salt Lake City Downtown @ AC Hotel by Marriott Salt Lake City Downtown, Salt Lake City		
	EWM/Jeff Post to SLC, UT USDA Unveiling		
9am			Breakfast and Check Out of Hotel 9am - 9:30am
10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am		EWM/Jeff Travel Time to SLC Airport 9:30am - 9:45am
11am	Bi-Weekly Check In with Jessica @ 6159 10:15am - 10:45am	Breakfast at Hotel 10:30am - 11am	
12pm	Monthly Administrator/IG Meeting @ 6159 11am - 12pm	Travel Time to U.S. Courthouse 11:15am - 11:	
1pm	Lunch 12pm - 1pm	Tour U.S. Courthouse for Utah District @ Location: 351 South West Temple, Salt Lake City, UT 84101 12:30pm - 1:30pm	EWM/Jeff SLC-DCA, Delta flight #1740 11:35am - 3:39pm
2pm	SQS Media Pre-Brief Call @ Dial-In Provided 1pm - 2pm	Meeting with Senior Judge Ted Stewart & Bankruptcy Court Judge JoelMarker @ 1:30pm - 2pm	Flight to Washington, D. C. (DL 1740) @ Salt Lake City SLC 11:35am - 3:39pm
3pm	EWM/Jeff travel time to DCA 2pm - 2:30pm	Tour of Frank E. Moss U.S. Courthouse @ 350 South Main Street, Salt Lake City, UT 84101 2pm - 2:45pm	
4pm		Travel Time to Wallace F. 2:45pm - 3pm	
5pm	EWM/Jeff DCA-SLC, Delta flight #1922 4:40pm - 9:27pm	USDA Ribbon-Cutting Ceremony @ 125 South State Street, Salt Lake City, UT 84138	
6pm	Flight to Salt Lake City (DL 1922) @ Washington, D. C. DCA 4:40pm - 9:27pm	CALL - EWM to speak with Russ Vought, OMB @ 5th Floor 4pm - 4:15pm	
7pm		USDA Farm Service Presentation @ 6th Floor, Wallace F. Bennett 4:30pm - 5pm	
		Meet & Greet with GSA Field Office Staff @ GSA Office Space, 5th 5pm - 5:30pm	
		Desk Time @ Location: 5th Floor of Bennett Building 5:30pm - 6pm	
		HOLD 7pm - 11pm	
	9:30pm - 10pm Travel Time to Hotel @ 225 W 200 S, Salt Lake 10pm - 10:30pm Check-In to AC Salt Lake City Downtown	7pm - 11pm HOLD	

	Fri 4/26	Sat 4/27	Sun 4/28
8am			
9am			
10am	<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div> <div>Desk Time 10am - 10:45am</div>		
11am	<div>EWM to SQS Media Roundtable @ Room 1408 11am - 11:45am</div>		
12pm	<div>Use of Agency Funds for Food and Promotional Items(MANDATORY) @ Room 1459 in Central Office 12pm - 1:30pm</div>		
1pm			
2pm	<div>TBM Acquisition Meeting @ GSA Room 6151, Emily's Office 1:45pm - 2:15pm</div> <div>Desk Time 2:15pm - 3:15pm</div>		
3pm	<div>Emily/Dan 1:1 @ 6159 3:15pm - 3:45pm</div>		
4pm	<div>EWM/Jack to Weekly 1:1 @ 6159 4pm - 4:30pm</div> <div>Desk Time 4:30pm - 5pm</div>		
5pm			
6pm			
7pm			



	Mon 4/29	Tue 4/30	Wed 5/1
8am		(b) (6) 7:30am - 8:30am	
9am		(b) (6) 8:30am - 9:30am	
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	EWM to greet Sen. Portman @ 9:30am - 9:45am Weekly Meeting with the 9:45am - 10:15am	Administrator's Daily Huddle @ 6159 9:30am - 10am Desk Time 10am - 10:30am
11am	EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM/Allison to FAS Q2 QPR @ 6120 10:30am - 12:30pm	EWM/PBS to host PBRB Members Swearing-in @ 6159 10:30am - 11:30am
12pm	EWM/Rob (b) (6) @ Greenberry's, 1805 11:30am - 12pm Lunch 12pm - 1pm		PBS Bi-weekly Check-In @ Conference Room 6159 11:30am - 12pm CALL - EWM to call 12pm - 12:15pm Lunch 12:15pm - 12:45pm
1pm	EWM/OCIA to Rep. Clay 1pm - 1:10pm Desk Time 1:15pm - 2:15pm	Travel time to Senate 12:30pm - 1pm Lunch 1pm - 2pm	EWM/Mark McHale to Monthly 1:1 @ 6159 12:45pm - 1:15pm
2pm		HILL - EWM/Rob/Jeff to meet with Rep. Clay (D-MO) @ 2428 RHOB 2pm - 2:30pm HILL - EWM/Rob/Jeff to meet with Joe Hartz, House Small Business 2:45pm - 3:15pm HILL - EWM/Jeff/Rob to meet with Chairman Mike Quigley, D-IL @ 3:30pm - 4pm Travel time to GSA 4pm - 4:30pm Desk Time 4:30pm - 5pm HOLD 5pm - 6pm	EWM (b) (6) 1:30pm - 2pm (b) (6) Emily Murphy @ 1:30pm - 2pm EWM/Mary/Jeff to meet @ 6159 2:15pm - 2:45pm EWM/Jack to Weekly 1:1 @ 2:15pm - 2:45pm
3pm	EWM/Comms to Social Media meeting @ 6159 2:15pm - 2:45pm EWM/Allison to OGP Q2 QPR @ 6120 3pm - 4:30pm		EWM/Allison to PBS Q2 QPR @ 6120 3pm - 5pm
4pm			
5pm	EWM/Allison/Rob to sync @ 6159 4:30pm - 5pm		
6pm		(b) (6) 6pm - 9pm	

	Thu 5/2	Fri 5/3	Sat 5/4
8am	(b) (6) @ 430 ABC, EEOB 7:30am - 8am		
	HOLD 8am - 9am		
9am			
	Desk Time @ EEOB, Room 260 9am - 10am		
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	
	Full President's Management Council (PMC) Meeting @ EEOB 430 10am - 11:30am	EWM/LaFondra Lynch (PBS) to coffee @ Greenberry's, 1805 E St 10:15am - 10:45am	
11am		Desk Time 10:45am - 11:30am	
	Travel time to GSA 11:30am - 12pm	FAS Bi-Weekly Check-in @ Conference Room 6159 11:30am - 12:15pm	
12pm	CALL: EWM/Andrew @ EWM to Call Andrew 12pm - 12:30pm		
	Lunch 12:30pm - 1pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm	
1pm	Desk Time 1pm - 1:30pm		
	EWM/David Vargas to Monthly 1:1 @ 6159 1:30pm - 2:15pm	EWM/Alan Weekly Catch-Up @ 6159 1:30pm - 2pm	
2pm			
	Desk Time - Sign Gears certificates 2:15pm - 3pm	EWM/Jack to Weekly 1:1 @ 6159 2:15pm - 2:45pm	
3pm		EWM/Shana Vinson to review SF- 278 @ 6159 2:45pm - 3:15pm	
	EWM/Anil to Weekly 1:1 @ 6159 3pm - 3:30pm	Desk time 3:15pm - 3:45pm	
	Travel time to EEOB 3:30pm - 4pm	EWM/OCE to Small Agency Council Proposals briefing @ 6159 3:45pm - 4:15pm	
4pm	Bi-Weekly Meeting with GSA @ EEOB 450 4pm - 4:30pm		
	Travel time to GSA 4:30pm - 5pm	EWM/Dan/Rob to meet with Dep. Sec. Censky, USDA @ 6159 4:30pm - 5:15pm	
5pm			
6pm		Travel time 6pm - 6:30pm	
		(b) (6)	
7pm		6:30pm - 8:30pm	

	Sun 5/5	Mon 5/6	Tue 5/7
		EWM/Dan Mathews to Foreign Affairs Security Training Center tour	
7am			
8am			Travel time to FASTC @ Foreign Affairs Security Training Center, Unnamed Road, Blackstone, VA 23824, USA 8am - 9:30am
9am			
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	
		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Tour FASCT @ Foreign Affairs Security Training Center, Unnamed Road, Blackstone, VA 23824, USA 10am - 12pm
		Desk Time 10:30am - 11am	
11am		GSA Check-In 11am - 12pm	
		CALL - GSA/DoC PTT Follow-up 11am - 11:30am	
12pm		EWM/Dan travel time to Richmond 12pm - 2:30pm	EWM/Dan Lunch @ TBD location 12pm - 1pm
1pm			Travel time to CO 1pm - 4pm
2pm			
3pm		Check in to Richmond 2:30pm - 2:45pm	
		EWM/Dan to Tour 2:45pm - 3:15pm	CALL: EWM to Weekly Comms 3pm - 3:30pm
		EWM/Dan to Meet & Greet with GSA Employees @ Spottswood W. 3:15pm - 3:45pm	
4pm		Travel time to Courthouse 3:50pm - 4pm	
		EWM/Dan Tour Lewis F. Powell U.S. Courthouse @ Lewis F.	
5pm			
6pm			

	Wed 5/8	Thu 5/9	Fri 5/10
8am			
9am		(b) (6) 8:30am - 9:30am	EWM/Allison/Bobby/Carla Travel time to St. E's. 8:45am - 9:30am
10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	EWM/Allison to attend Federal Protective Service Police Week Wreath Laying Ceremony @ St. Elizabeth's campus, U.S. Coast Guard HQ Ceremonial Entrance, 2699 Firth Sterling Ave SE 9:30am - 11am
	Desk Time 10am - 11am	EWM/Anil to Weekly 1:1 @ 6159 10:15am - 10:45am	
11am	EWM to host Gears of Government Thank You Reception @ 1800 F, Rooms 1460-61 11am - 12pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 11am - 11:30am	Travel time to GSA 11am - 12pm
12pm	Lunch 12pm - 1pm	Lunch 11:30am - 12:30pm	
		EWM to stop by OGP Public 12:30pm - 12:45pm	EWM/Jeff to review speeches @ 6159 12pm - 12:30pm
1pm	EWM to stop by FAS/PBS Public Service Recognition Week Open 1pm - 1:30pm	Desk Time 1pm - 2:30pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm
	Desk Time 1:30pm - 2pm	EWM to take picture with 12:45pm - 1pm	Desk Time 1:30pm - 2:15pm
2pm	EWM to NewPay bi-weekly discussion @ 6159 2pm - 2:30pm		EWM/Jack to Weekly 1:1 @ 6159 2:15pm - 2:45pm
	Desk Time 2:30pm - 3pm	Bi-Weekly Check In with Jessica @ 6159 2:30pm - 3pm	
3pm	Monthly Acquisition Coordination meeting @ 6159 3pm - 3:45pm	EWM/Jessica to present 2018 CFC Office Awards @ 6159 3pm - 3:30pm	EWM/Jessica to meet with Linda Bauer Darr, President/CEO, 3pm - 3:30pm
4pm	Desk Time 4pm - 4:30pm	Emily/Dan PBS update @ GSA CO SCIF 3:45pm - 4:30pm	EWM/Alan Weekly Catch-Up @ 6159 3:45pm - 4:15pm
	1630-1700 Biweekly DEOS Principals' Update @ GSA, 1800 F 4:30pm - 5pm	EWM (b) (6) 4:30pm - 5pm	EWM/Allison/Rob to daily sync-up 4:15pm - 5pm
5pm	EWM/Allison/Rob daily sync @ 6159 5pm - 5:30pm		
	(b) (6) 5:30pm - 7pm		
6pm		(b) (6) 6pm - 6:15pm	
7pm			

	Sat 5/11	Sun 5/12	Mon 5/13
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
11am			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
12pm			EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am
1pm			EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 11:30am - 12pm
2pm			Lunch 12pm - 1pm
3pm			EWM/David to Monthly Meeting @ 6159 1pm - 1:30pm
4pm			Desk Time 1:30pm - 2pm
5pm			CALL: EWM/Andrew @ EWM to Call Andrew 2pm - 3:30pm
6pm			EWM/Neil to meet @ 6159 4pm - 4:15pm
7pm			Desk Time 4:30pm - 6pm
8pm			Travel Time 6pm - 6:30pm
			(b) (6)
			6:30pm - 7:30pm

	Tue 5/14	Wed 5/15	Thu 5/16
8am			(b) (6) @ South Court Auditorium, EEOB 7:30am - 8am
			HOLD 8am - 9am
9am		EWM/Rob/Michael to driving tour 9am - 11am	EWM travel time to GSA 9am - 9:30am
10am	EWM/Alan to provide welcome remarks at Trilateral Conference @ 9:30am - 10am		Administrator's Daily Huddle @ 6159 9:30am - 10am
	Administrator's Daily Huddle @ 6159 10am - 10:30am		Desk Time 10am - 10:45am
	Desk Time 10:30am - 11am		EWM/Julie/Thad travel time to CGP 10:45am - 11:30am
11am	GSA/DoC to follow-up discussions @ GSA, 1800 F Street NW, Room 6151 11am - 12pm	Travel time to EEOB 11am - 11:30am	
		Emily-Margaret Sync Up @ DDM Office, EEOB Room 260 11:30am - 12pm	EWM to provide Keynote Address at Coalition for Government Procurement Spring Conference @ Falls Church Marriott Fairview 11:30am - 12:45pm
12pm	Lunch 12pm - 1pm	Travel time to GSA 12pm - 12:30pm	EWM travel time to GSA 12:15pm - 1pm
1pm	EWM to host Presidential Innovation Fellows Coffee Meet & Greet @ 6120 1pm - 1:45pm	Travel time to lunch 12:45pm - 1pm	Lunch 1pm - 2pm
		EWM to lunch with Eminence Griffin, ITAPS @ Bindaas, 2000 Pennsylvania Ave NW,	
2pm	Desk Time 1:45pm - 2:15pm	Travel time to GSA 2pm - 2:30pm	EWM/Kevin/Reynold travel time to DoL 2pm - 2:30pm
	CALL: EWM/Anil to Weekly 1:1 @ 6159 2:15pm - 2:45pm	EWM/Jessica to meet @ 6159 2:30pm - 2:40pm	EWM to attend VIP Walking Tour at Tech Day @ United States Department of Labor, 200 Constitution Ave NW, Washington, DC 20210, USA 2:30pm - 3:30pm
3pm	FAS Bi-Weekly Check-in @ Conference Room 6159 3pm - 4pm	PBS Bi-weekly Check-In @ Conference Room 6159 3pm - 4pm	Travel time to EEOB 3:30pm - 4pm
	Monthly Reminder: 3:30pm - 4pm		
4pm	EWM/FAS Section 846 Update @ 6159 4pm - 4:15pm	EWM/Rob/Mary to meeting @ 6159 4pm - 4:15pm	Bi-Weekly Meeting with GSA @ EEOB 450 4pm - 4:30pm
5pm	EWM/Mike to Meet & Greet with Bill Zielinski @ 6159 4:30pm - 5pm	EWM/FAS/PBS/OMA/OCIA to Secure Supply Chain Update @ 6120 4:30pm - 5:30pm	EWM travel time to GSA 4:30pm - 5pm
	Desk Time 5pm - 6:30pm		
6pm		CALL: EWM/Alan/Anil to meet @ 6159 5:30pm - 5:45pm	
		Travel time 6pm - 6:30pm	
	EWM travel time 6:30pm - 7pm	(b) (6)	
	6:30pm - 7pm EWM travel time (b) (6)	6pm - 6:30pm Travel time	
	7pm - 8:30pm (b) (6)	6:30pm - 8pm (b) (6)	

	Fri 5/17	Sat 5/18	Sun 5/19
7am	EWM/Pam/Michael travel time to MCCC, Rockville, MD 7am - 7:45am		
8am	EWM to keynote MCCC Procurement Conference @ The Universities at Shady Grove, 9630 Gudelsky Dr, Rockville, MD 20850, 7:45am - 8:30am		
9am	Travel time to Rayburn HOB/CO 8:30am - 9:30am		
	Desk Time 9:30am - 10am		
10am	HILL - EWM to meet with Chairman Mike Quigley (D-IL) @ 2458 RHOB 10am - 10:30am		
	Travel time to GSA 10:30am - 11am		
11am	HHS Housing Capacity Principals Call @ Dial: (b) (6) 11am - 11:30am		
12pm	(HOLD) Ethics Training - IG Integrity Briefing (MANDATORY) @ 1151 12pm - 1:30pm		
1pm			
	EWM/Allison/Rob to sync @ 6159 1:30pm - 2pm		
2pm	EWM to Meet with Assistant Secretary Susan Combs (Dol) and Scott Cameron @ GSA 1800 F Street; Room 6151 2pm - 3pm		
3pm			
	CALL - EWM/Dep. Sec. Hargan discussion @ 6159 3:15pm - 3:45pm		
4pm	EWM/Alan Weekly Catch-Up @ 6159 4pm - 4:30pm		
5pm	DEOS Reception (Confirmed) @ Eisenhower Executive Office Building, Room 210 4:30pm - 7pm	EWM to meeting @ B-306 4:30pm - 4:45pm	
		EWM/Allison/Rob to sync-up @ 5pm - 5:30pm	
6pm		EWM/Reynold tavel time to 5:30pm - 6pm	

	Mon 5/20	Tue 5/21	Wed 5/22
8am			
9am		EWM travel time to Hill 8:30am - 9:15am	
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	HILL - EWM/Jeff to meet with Rep. Quigley @ 2458 RHOB 9:30am - 10am Desk Time 10am - 11:30am	Administrator's Daily Huddle @ 6159 9:30am - 10am EWM/Rob/Mary to meet with Calvin Turner, Director, National Finance 10:15am - 10:45am
11am	EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am Desk Time 11:15am - 12pm		EWM/PBS to HHS prep discussion @ 6159 11am - 11:30am
12pm	EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 12pm - 12:30pm Lunch 12:30pm - 1:30pm	HILL - EWM to meet with Congressman Scott Perry (R-PA) @ 11:30am - 12pm EWM/Staff Travel time to GSA 12pm - 12:30pm Lunch 12:30pm - 1pm	Lunch 11:30am - 12:15pm CALL - EWM/Jessica to 12:15pm - 12:
1pm		EWM to NewPay bi-weekly discussion @ 6159 1pm - 1:30pm	EMW (b) (6) @ 6159 12:30pm - 1:30pm
2pm	Desk time 1:30pm - 2:30pm	EWM/Mike/Mary/Mike to meet @ 6159 1:45pm - 2:30pm	Desk Time 1:30pm - 3:30pm
3pm	CALL - EWM to speak with James Sherk @ 6159 2:30pm - 2:45pm Desk Time 3pm - 3:30pm	Desk Time 2:30pm - 3pm Travel time to EEOB 3pm - 3:30pm	Gears of Government President's Awards Ceremony @ EEOB, South court & Indian Treaty Room 2pm - 4pm
4pm	SES Leadership Monthly Meeting @ 1800 F Room 5001 / Regions Telepresence Room 3:30pm - 4:30pm Desk Time 4:30pm - 5pm	Emily Suzette 1:1 @ EEOB 264 3:30pm - 4:30pm Travel time to GSA 4:30pm - 5pm	EWM travel time to EEOB 3:30pm - 4pm EWM to attend Gears of Government Winner's Reception @ EEOB, Indian Treaty Room 4pm - 5pm
5pm	EWM/Allison daily sync @ 6159 5pm - 5:30pm CALL - EWM/Jeff to call @ 6159 5:30pm - 6pm	Desk Time 5pm - 5:45pm	
6pm		(b) (6) 6pm - 7pm	
7pm			



	Thu 5/23	Fri 5/24	Sat 5/25
7am			
8am			
9am	(b) (6) 8:30am - 9:30am		
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
	Desk Time 10am - 11am	Emily/Dan 1:1 @ 6159 10:15am - 10:45am	
11am	EWM/Allison/Rob to daily sync-up @ 6159 11am - 11:30am	EWM/Alan Weekly Catch-Up @ 6159 11am - 11:30am	
12pm	EWM/Jack to Weekly 1:1 @ 6159 11:45am - 12:15pm	EWM/Anil to Weekly 1:1 @ 6159 11:45am - 12:15pm	
	Lunch 12:15pm - 1pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm	
1pm	EWM/Alan to meet with Lisa Hershman, Acting CMO, @ 6159 1pm - 1:15pm	GSA Memorial Day Moment of 1pm - 1:01pm	
		EWM/Dan to meet with Kathy Kraninger, Director, CFPB @ GSA, @ 6159 1:30pm - 2pm	
2pm	Bi-Weekly Check In with Jessica @ 6159 2pm - 2:30pm	EWM/Mark McHale to Monthly 1:1 @ 6159 2:15pm - 2:45pm	
3pm	CALL - EWM to speak with Dep. @ 6159 2:30pm - 2:40pm	EWM/Rob/LaFondra to meet @ 6159 2:45pm - 3:15pm	
		EWM/Allison/Rob to daily sync-up @ 6159 3pm - 3:30pm	
4pm	EWM/Allison/HR to SES PD discussion @ 6159 3:30pm - 4pm	CALL - EWM to speak with Roger Waldron, CGP @ 6159 3:30pm - 3:45pm	
	CALL - EWM to speak with Jon Hassinger, CI International @ 6159 4:15pm - 4:45pm	Desk Time 4pm - 5pm	
5pm			
6pm			

	Sun 5/26	Mon 5/27	Tue 5/28
8am			
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am
12pm			PBS Bi-weekly Check-In @ Conference Room 6159 11:30am - 12:15pm
			EWM travel time to lunch 12:15pm - 12:
1pm			Emily Murphy/Bryan Slater to lunch @ Tonic At Quigley's, 2036 G St NW,
2pm			EWM travel time to GSA 1:30pm - 2pm
			EWM/Dan/Rob/OGC to meet with Dep. Sec. Eric Hargan, HHS @ 6159 2pm - 2:45pm
3pm			
4pm			EWM/Rob/Joanna to meet @ 6159 3:45pm - 4:15pm
5pm			EWM/Rob/Chris/Brian to meet @ 6159 4:30pm - 5pm
			EWM home 5pm - 5:30pm
6pm			
7pm			

	Wed 5/29	Thu 5/30	Fri 5/31
8am			
9am			EWM (b) (6) 9am - 6pm
10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Travel time to FLETC 9:15am - 10am
11am	Desk Time 10am - 10:30am	EWM/Mary Gibert to Monthly 1:1 @ 6159 10:15am - 10:45am	EWM/Rob/Julie to Visit FLETC @ 1131 Chapel Crossing Road, Glynco, Georgia 31524 10am - 3pm
	EWM/Comms to Social Media meeting @ 6159 10:30am - 11am	Desk Time 10:45am - 11:15am	
	EWM to stop by PBS Leadership Meeting @ 1459-61 11am - 11:30am	EWM to stop by to say hello to 11:15am - 11:	
12pm	EWM/Alan Weekly Catch-Up @ 6159 11:30am - 12pm	EWM/Allison/Mary/Rob to weekly 11:30am - 12pm	
	Lunch @ 6159 12pm - 1pm	CALL - EWM/Donna to speak @ 6159 12pm - 12:15pm	
1pm		EWM/Rob/LaFondra to meet @ 6159 12:30pm - 12:45pm	
	CALL - EWM to speak with Acting Director Vought, OMB @ 6159 1pm - 1:20pm	EWM (b) (6) 1pm - 6pm	
2pm	FAS Bi-Weekly Check-in @ Conference Room 6159 1:30pm - 2:30pm		
3pm	EWM/FAS Section 846 Update @ 6159 2:30pm - 2:45pm		
	EWM/Allison/Rob to daily sync @ 6159 3pm - 3:30pm		
4pm	EWM/Jack to Weekly 1:1 @ 6159 3:30pm - 4pm		
	CALL - EWM to speak with Lee Lofthus, DOJ @ 6159 4pm - 4:10pm		
5pm	GSA/USDA to Building Discussion @ GSA, room 6151 4:30pm - 5:30pm		
6pm			
7pm			

	Sat 6/1	Sun 6/2	Mon 6/3
8am			
9am			
10am			<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div> <div>Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am</div>
11am			<div>EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am</div> <div>Desk Time 11:15am - 12pm</div>
12pm			<div>EWM/Rob/Dan travel time to USDA 12pm - 12:30pm</div>
1pm			<div>EWM to meet with Secretary Perdue, USDA @ USDA 12:30pm - 1:30pm</div>
2pm			<div>Travel time to GSA 1:30pm - 2pm</div>
3pm			<div>EWM to meet with KPMG Annual Audit group @ 6159 2pm - 2:30pm</div> <div>Desk Time 2:30pm - 3:30pm</div>
4pm			<div>EWM/Katie to review to VA speech @ 6159 3:30pm - 4pm</div> <div>Travel time to EEOB 4pm - 4:30pm</div>
5pm			<div>Emily &amp; Margaret Biweekly Sync Up @ DDM Office (EEOB 260) 4:30pm - 5pm</div> <div>Travel time to GSA 5pm - 5:30pm</div>
6pm			<div>EWM/Allison/Rob/Jack to sync-up @ 6159 5:30pm - 6pm</div>
7pm			

	Tue 6/4	Wed 6/5	Thu 6/6
8am			(b) (6) @ South Court Auditorium, EEOB 7:30am - 8am
9am			
10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
	EWM/Rob/LaFondra to meet @ 6159 10am - 10:20am	EWM/Charles to 1:1 Monthly @ 6159 10am - 10:30am	President's Management Council (PMC) Executive Meeting @ Dept. of Veteran's Affairs, Omar Bradley Conference Room, 810 Vermont Avenue NW 10am - 12pm
11am	EWM/Rob in-person (b) (6) @ 6159 10:30am - 11am	Travel time to EEOB 10:30am - 11am	
	Desk Time 11am - 11:30am	EWM to meet with Katja Bullock @ EEOB 148 11am - 11:15am	
12pm	EWM to NewPay bi-weekly discussion @ 6159 11:30am - 12pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 11:30am - 12pm	
	Lunch 12pm - 12:30pm	Office Lunch @ 6159 12pm - 1pm	Travel Time to Event 12pm - 12:15pm
	EWM/Allison to sync-up @ 6159 12:30pm - 1pm		(b) (6) 12:15pm - 2pm
1pm	EWM/Allison/CFO/OAS to Program Audit Management discussion @ 6159 1pm - 1:45pm	Desk Time 1pm - 2pm	
2pm	EWM/Dan to McKinsey Engagement Follow-up @ 6159 2pm - 3pm	Emily/Dan 1:1 @ 6159 2pm - 2:30pm	Travel time to GSA 2pm - 2:30pm
3pm		EWM/David to Monthly Meeting @ 6159 2:45pm - 3:15pm	MCOC Quarterly meeting @ Conference room 6324 Call in (b) (6) 2:30pm - 3:30pm
	EWM/Reynold to Bi-weekly @ 6159 3:15pm - 3:45pm	Desk Time 3:15pm - 3:45pm	Travel time to EEOB 3:30pm - 4pm
4pm	Desk Time 3:45pm - 4:30pm	Bi-Weekly Check In with Jessica @ 6159 3:45pm - 4:15pm	SQS CAP Goal Meeting @ EEOB 248 4pm - 5pm
5pm	EWM Travel time to MCCC @ Bethesda, MD, USA 4:30pm - 5:30pm	HOLD @ 6159 4:30pm - 5:30pm	Travel time to GSA 5pm - 5:30pm
6pm	EWM to attend MCCC Dinner @ Bethesda North Marriott Hotel and County Conference Center, 5701 Marinelli Rd., North Bethesda, MD 200852 5:30pm - 9pm		

	Fri 6/7	Sat 6/8	Sun 6/9
9am			
10am	<div>Daily Huddle with the Administrator @ 6159 9:30am - 10am</div> <div>EWM/Alan Weekly Catch-Up @ 6159 10am - 10:30am</div>		
11am	<div>Desk Time 10:30am - 11:30am</div>		
12pm	<div>EWM/Mark/Katie to speech review @ 6159 11:30am - 12pm</div> <div>Ethics Training (MANDATORY) @ Room 1151 12pm - 1:30pm</div>		
1pm			
2pm	<div>Desk Time 1:30pm - 2pm</div> <div>EWM/Julie to coffee (b) (6) @ Greenberry's, 2pm - 2:30pm</div> <div>Desk Time 2:30pm - 3pm</div>		
3pm	<div>Monthly Acquisition Coordination meeting @ 6159 3pm - 3:45pm</div>		
4pm	<div>EWM/Rob (b) (6) @ 6159 4pm - 4:30pm</div>		
5pm	<div>EWM/Anil to Bi-weekly 1:1 @ 6159 4:45pm - 5:15pm</div>		
6pm	<div>Desk Time 5:30pm - 6pm</div> <div>Travel time 6pm - 6:30pm</div>		
7pm	<div>EWM to stop by White House Fellows Spring reception @ The Occidental, 1475 Pennsylvania Ave NW, Washington, DC 20004, USA 6:30pm - 7:30pm</div>		
8pm	<div>(b) (6) 7:30pm - 8:30pm</div>		

	Mon 6/10	Tue 6/11	Wed 6/12
			(b) (6)
7am		EWM travel time to event 7am - 7:30am	
8am		EWM to attend Economic Club breakfast with Guest Speaker Dara Khosrowshahi, Chief Executive Officer, Uber @ Marriott Marquis Washington, DC, 901 Massachusetts Ave NW, Washington, DC 20001, USA 7:30am - 9:15am	
9am		EWM travel time to GSA 9:15am - 9:45am	(b) (6) 9am - 5pm
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Weekly Meeting with the Administrator @ 6159 10am - 10:30am	
11am	Program Audits Senior Leadership Meeting @ 6120 10:30am - 11:30am	PBS Bi-weekly Check-In @ Conference Room 6159 11am - 11:45am	
12pm	EWM Weekly Communications Huddle @ 6159 11:45am - 12:15pm	EWM/OSBU Dashboard overview @ 6159 12pm - 12:30pm	
	Lunch 12:15pm - 1pm	Lunch 12:30pm - 1:15pm	
1pm	Travel time to Fed News 1pm - 2pm	CALL - EWM to speak with 1:15pm - 1:25pm	
2pm	EWM to Off the Shelf Radio Taping @ 5425 Wisconsin Ave, Chevy Chase, MD 20815, USA 2pm - 3pm	Desk Time 2pm - 3pm	
3pm	EWM Travel Time to GSA 3pm - 4pm	EWM to stop by OSBU All-hands event @ 1461, 1800 F Street NW 3pm - 3:15pm	
4pm	EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 4:15pm - 4:45pm	EWM/Mary/Mike to meet with Dep. Sec. Censky, USDA @ 4:30pm - 4:45pm	
5pm	EWM/Allison/Rob/Jack to sync @ 6159 5pm - 5:30pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 4:30pm - 5pm	
6pm		Desk Time 5pm - 6pm	
		7pm - 8:30pm (b) (6) @ CHC	

	Thu 6/13	Fri 6/14	Sat 6/15
		(b) (6)	
8am			
9am	CALL - GSA/HHS update @ 6159 9am - 9:30am	(b) (6) 9am - 5pm	
10am	EWM/staff travel time to VA 9:30am - 10am		
11am	EWM to attend & speak at VA 100th Building Anniversary event @ Department of Veterans Affairs Headquarters, 810 Vermont Ave NW, Washington, DC 20420, USA 10am - 11:30am		
12pm	Travel time to GSA 11:30am - 12pm		
	Lunch 12pm - 1pm		
1pm	Monthly Administrator/IG Meeting @ 6159 1pm - 2pm		
2pm	EWM to stop by to say hello to GSA PAO's @ 1300 B 2:15pm - 2:25pm		
3pm	EWM/FAS to FMP Release Meeting @ 6128 3pm - 3:30pm		
4pm	EWM/Rob/Dan to discussion @ 6159 3:30pm - 4pm		
5pm	Desk Time 4pm - 5pm		
6pm			



Sun 6/16		Mon 6/17	Tue 6/18
		EWM R1	
		Stay at Courtyard by Marriott Boston Downtown/North Station @ Courtyard by Marriott Boston Downtown/North Station, Boston	
8am			Travel time to SBIR/SBA Event @ Hynes Convention Center (Boylston 7:30am - 8am
9am			EWM to Keynote SBIR/TechConnect Business event @ Hynes Convention Center (Boylston Street and Gloucester Street), Boston, MA 02199, USA 8am - 9am
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	Travel time to USGC Atlantic Area @ 427 Commercial Street, Boston, 9:15am - 9:45am
11am		Administrator's Weekly Coordination Meeting @ Room 6120 - Call In #: (b) (6) 10am - 11:30am	EWM/Chris/Patrick/Barbara Salfity to join CG for Boat Tour of Boston Harbor 10am - 2pm
12pm		EWM Weekly Communications Huddle @ 6159 11:30am - 12pm	
1pm		Lunch 12pm - 1pm	
2pm		EWM/Kevin/Julie travel time to DCA 1pm - 1:30pm	
3pm		EWM/Kevin/Julie DCA-BOS on AA Flight #2149 2:30pm - 4:04pm	Travel time to John W. 2pm - 2:15pm
4pm			EWM tour of John W. McCormack U.S. Post Office and 3:15pm - 3:45pm
5pm		Check in to hotel @ Courtyard by Marriott Boston Downtown/North 4:30pm - 5pm	Travel time to R1 Office 3pm - 3:15pm
		HOLD 5pm - 9pm	Desk Time @ Thomas P. O'Neill, 3:15pm - 3:45pm
			Update Briefing on Major Regional Initiatives 3:45pm - 5pm
			CALL - EWM (b) (6) 5pm - 5:15pm

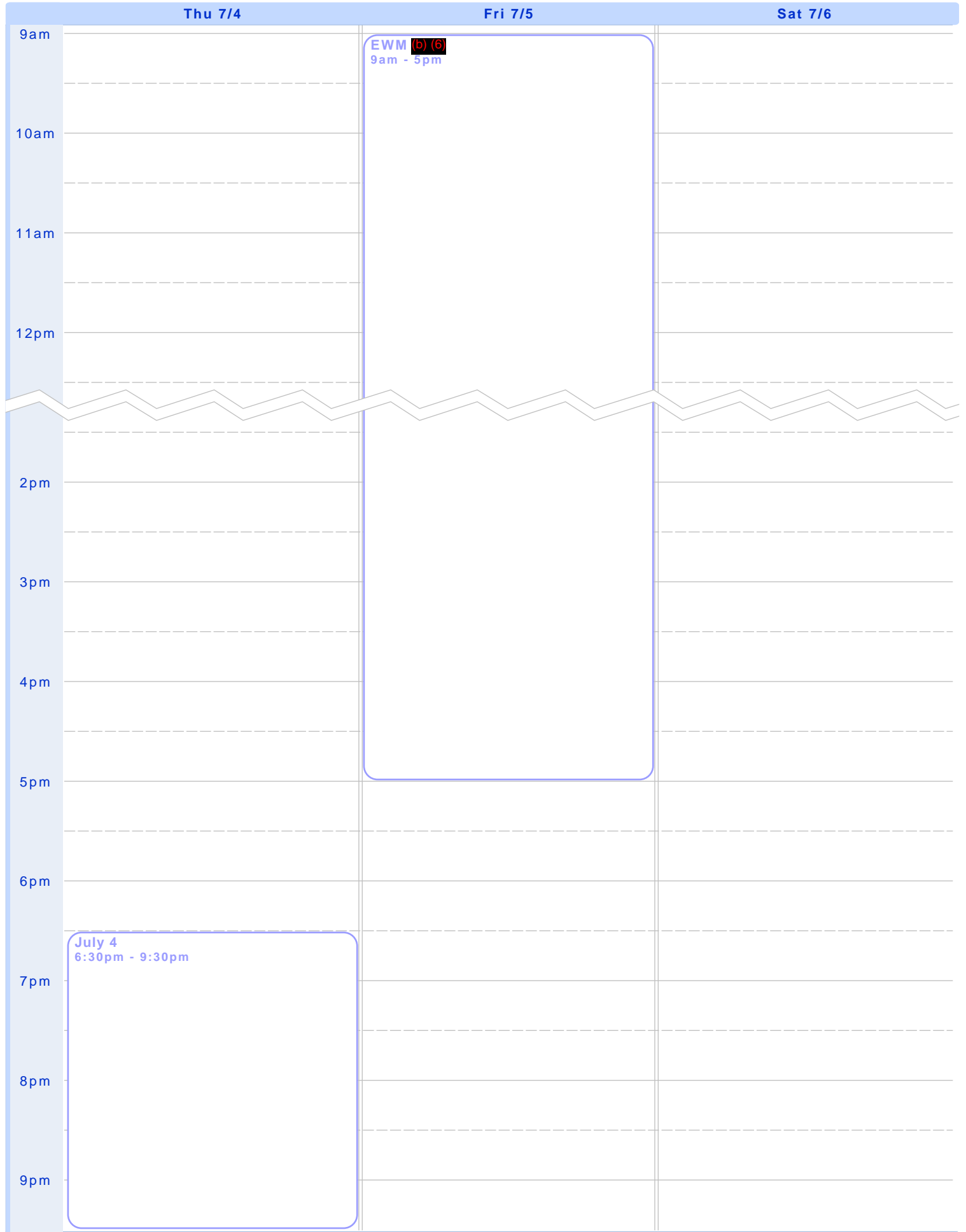
	Wed 6/19	Thu 6/20	Fri 6/21
	EWM R1		
	Stay at Courtyard by Marriott Boston Downtown/North Station @ Courtyard by Marriott Boston		
8am		(b) (6) @ South Court Auditorium, EEOB 7:30am - 8am	
	Breakfast / Check out of hotel 8am - 8:30am		
9am	Travel time to Charlestown Navy Yard 8:30am - 9am	EWM/Jessica/Charles travel time to SBA 8:30am - 9am	
	EWM meet with NPS Boston Superintendent Michael Creasey @ Charlestown Navy Yard 9am - 10am	EWM/Jessica/Charles to meet with Acting Administrator Chris Pilkerton, SBA @ U.S.	EWM/Dan/Jeff/Carla travel time to St. E's 9am - 9:45am
10am	EWM Tour U.S.S. Constitution 10am - 10:45am	Travel time SBA to Hart SOB 10am - 10:30am	Tour with Senator Carper, D-DE 10am - 10:30am
11am	Travel time to GSA R1 Office 10:45am - 11am	EWM/Jeff/Laura/ Rebecca to meet 10:30am - 11am	EWM/Staff to St. E's opening ceremony @ St. Elizabeths West Campus, 2703 Martin Luther King Jr Ave SE, Washington, DC 20593, USA 10:30am - 1pm
	Desk Time 11:15am - 11:45am	HOLD 11am - 11:30am	
12pm	EWM Brown Bag Lunch with GSA Employees @ Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Boston, MA 02222 11:45am - 12:45pm	EWM/Jeff/Jack/Bobby to meet with Senator Shelby, R-AL @ 304 Russell 11:30am - 12pm	
	R1 Employee Photo with EWM @ O'Neill Atrium 12:45pm - 1:15pm	Travel time to EEOB/WW 12pm - 12:30pm	
1pm	Travel Time to Frederick Law Olmstead National Historic Site @ 1:15pm - 1:45pm	Monthly Principals Strategy Meeting @ WW 223 12:30pm - 1:15pm	Travel time to GSA
2pm	Ranger-led tour of Frederick Law Olmstead NHS 2pm - 2:45pm	Travel time to GSA 1:15pm - 1:45pm	Lunch 1:30pm - 2:30pm
	Travel time to GSA R1 Office 2:45pm - 3:15pm	LUNCH 1:45pm - 2:45pm	EWM (b) (6) @ 6159 2:30pm - 3pm
3pm	R1 Visit debrief 3:15pm - 4pm	2019 Agency/ OMB Strategic Review Prep @ 6159 2:45pm - 3:30pm	EWM to NewPay bi-weekly discussion @ 6159 3pm - 3:30pm
4pm	Desk Time 4pm - 5pm	EWM (b) (6) @ 3:30pm - 4pm	Travel Time 3:30pm - 4pm
		Desk Time 4pm - 4:30pm	EWM/Dan/Rob/Jeff to meet with ADD Abbate 4pm - 5pm
5pm	Travel time to BOS Airport 5pm - 5:30pm	EWM & MMW Biweekly Sync Up @ Emily's Office 4:30pm - 5pm	
	CALL - EWM to speak with 5pm - 5:15pm	EWM/Anil to Bi-weekly 1:1 @ 6159 5:15pm - 5:45pm	
6pm		EWM/Michael Gelber to discuss St. E's @ 6159 5:45pm - 6pm	
	7pm - 8:48pm EWM/Kevin/Julie BOS-DCA AA Flight #2120	5:45pm - 6pm EWM/Michael Gelber to discuss St. E's @ 6159	

	Sat 6/22	Sun 6/23	Mon 6/24
8am			
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am Desk Time 11:15am - 11:45am
12pm			EWM/Staff travel time to WIPP Conference @ 6159 11:45am - 12:15pm EWM to provide keynote address at Women Impacting Public Policy Business Leadership Conference @ Washington Court Hotel, 525 New Jersey Ave NW, Washington, DC 20001, USA 12:15pm - 1:30pm
1pm			EWM travel time to GSA 1:30pm - 2pm
2pm			Desk Time 2pm - 2:30pm
3pm			EWM (b) (6) @ 6159 2:30pm - 3pm Emily Suzette Sync @ Dial-In Provided 3pm - 3:20pm
4pm			SES Leadership Monthly Meeting @ 1800 F Room 5001 / Regions Telepresence Room 3:30pm - 4:30pm
5pm			CALL - EWM (b) (6) @ 6159 4:30pm - 4:45pm EWM/Allison (b) (6) @ 6159 5pm - 5:30pm EWM (b) (6) 5:30pm - 5:45pm
6pm			CALL - EWM (b) (5) 6pm - 6:15pm
7pm			

	Tue 6/25	Wed 6/26	Thu 6/27
8am	(b) (6) 8am - 9am		
9am	Travel time to GSA 9am - 9:30am		
10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
11am	EWM travel time to EEOB 10:15am - 10: EWM to meet with Acting 10:45am - 10: Travel time to EEOB 10:30am - 11am GSA/OMB Strategic Review Meeting @ Confirmed: Eisenhower Executive Office	EWM/PBS to RACI Model Briefing @ 6159 10:15am - 11am EWM/(b) (6) 11am - 11:30am	EWM/(b) (6) 10:15am - 10:30am EWM/(b) (6) 11am - 11:30am
12pm	Travel time to GSA 12pm - 12:30pm Lunch 12:30pm - 1:30pm	CALL - EWM/Michael 11:45am - 12pm LUNCH 12pm - 12:30pm	EWM (b) (6) 11:45am - 12:15pm
1pm		CALL - EWM (b) (6) 12:30pm - 12:45pm CALL - EWM (b) (6) 1pm - 1:15pm	LUNCH 12:30pm - 1:30pm
2pm	EWM travel time 1:30pm - 2pm (b) (6) 2pm - 3pm	FAS Bi-Weekly Check-in @ Conference Room 6159 1:30pm - 2:30pm EWM/FAS Section 846 2:30pm - 2:45pm Desk Time 2:45pm - 3:30pm	Desk Time 1:30pm - 2:30pm CALL - GSA/HHS Weekly Check-in discussion @ 6159 2:30pm - 3pm
3pm	EWM travel time to GSA 3pm - 3:30pm CALL - EWM (b) (6) 3:30pm - 3:45pm	EWM to GSA@70 interview with Jason Miller, Fed News Network @ 3:30pm - 4pm	Desk Time 3pm - 4pm
4pm	CALL - (b) (6) 4pm - 4:15pm CALL - EWM (b) (6) 4:30pm - 4:45pm	Desk Time 4pm - 4:30pm EWM (b) (6) 4:30pm - 5pm @ 6159	Desk time 4:30pm - 5pm EWM (b) (6) 5pm - 5:30pm
5pm	HOLD EVENING 5pm - 9pm	Travel Time 5:30pm - 6:30pm (b) (6) 6:30pm - 9:30pm	
6pm			
7pm			
8pm			

	Fri 6/28	Sat 6/29	Sun 6/30
8am			
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am		
	EWM/Comms to Social Media meeting @ 6159 10:15am - 10:45am		
11am	PBS Bi-weekly Check-In @ Conference Room 6159 11am - 12pm		
12pm	Desk Time 12pm - 12:30pm		
1pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm		
2pm	Desk Time 1:30pm - 2pm		
	CALL - EWM/Mike 2pm - 2:15pm	EWM/FAS to IAE prep meeting @ 2:15pm - 2:45pm	
3pm	EWM/Mary/Rob to weekly sync-up @ 6159 3pm - 3:30pm		
4pm	Desk Time 3:30pm - 5pm		
5pm			
6pm			
7pm			

	Mon 7/1	Tue 7/2	Wed 7/3
7am			
8am		Travel Time 7:30am - 8am	(b) (6) @ South Court Auditorium, EEOB 7:30am - 8am
9am	Travel time to Canadian 8:15am - 8:30am EWM to Canada Day Reception @ Embassy of Canada to the United States, 501	(b) (6) 8am - 9am	
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am Desk Time 10:30am - 11am	Travel time to GSA 9am - 9:30am Desk Time 9:30am - 10am GSA/OMB/USDA/DOI to NewPay TMF discussion @ GSA, 1800 F Street NW, Room 6120 10am - 11am	Administrator's Daily Huddle @ 6159 9:30am - 10am Desk Time 10am - 10:30am GSA/OMB to PAC Council Transfer discussion @ GSA, Room 6151 10:30am - 11:15am
11am	EWM/Allison to Administrator Dashboard update @ 6159 11am - 11:30am	Weekly Meeting with the Administrator @ 6159 11am - 11:30am	
12pm	Lunch 11:30am - 12:30pm EWM/Rob/Brian to meeting 12:30pm - 1pm	Lunch 11:30am - 12:30pm EWM to NewPay bi-weekly discussion @ 6159 11:45am - 12:15pm Lunch 12:15pm - 1:15pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 11:30am - 12pm Lunch 12pm - 1pm
1pm	Desk Time 1pm - 1:45pm	EWM/Jack to Weekly 1:1 @ 6159 1:15pm - 1:45pm	EWM/FAS to Category Management pre-brief @ 6159 1pm - 1:30pm Desk Time 1:30pm - 2pm
2pm	EWM Weekly Communications Huddle @ 6159 1:45pm - 2:15pm Desk Time 2:15pm - 3pm	Desk Time 1:45pm - 2:30pm EWM/David to Monthly Meeting @ 7151 2:30pm - 3pm	EWM/Anil to Bi-weekly 1:1 @ 6159 2pm - 2:30pm Desk Time 2:30pm - 3pm
3pm	GSA @70 @ 6159 3pm - 4pm	Desk Time 3pm - 4:30pm	EWM/Katie to SSLC-SEA-NAPA-PPS Shared Services Program speech 3pm - 3:30pm
4pm	Desk Time 4pm - 4:30pm EWM/Julie to meet with Tim McClees, VP Legislative Affairs, AIA 4:30pm - 5pm		EWM/Alan Weekly Catch-Up @ 6159 3:45pm - 4:15pm EWM/Reynold to Bi-weekly @ 6159 4:30pm - 5pm
5pm			EWM/Rob/Brian (b) (6) @ 6159 5:15pm - 5:45pm
6pm			



	Sun 7/7	Mon 7/8	Tue 7/9
8am			
9am			
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am
		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Desk Time 10am - 10:30am
11am		Travel time to EEOB 10:30am - 11am	EWM to Anil's Murder Board @ 4046 10:30am - 11:30am
		IAE Discussion @ EEOB 248 11am - 12pm	
12pm			Travel time to lunch 11:30am - 12pm
		Travel time to GSA 12pm - 12:30pm	EWM to lunch (b) (6) @ Bindaas, 2000 Pennsylvania Ave NW, Washington, DC 20006, USA 12pm - 1pm
1pm		EWM/Rob/Jack/Barry to meet @ 6159 12:30pm - 1pm	
		EWM/Rob/Mark to OSC Touch 1:15pm - 1:30pm	Travel time to GSA 1pm - 1:30pm
2pm		EWM Weekly Communications 1:30pm - 2pm	EWM/Rob/Allison/Jack to meet @ 6159 1:30pm - 2pm
		Desk Time 2pm - 2:30pm	EWM/Rob (b) (6) @ 6159 2pm - 2:30pm
3pm		EWM/OCIA to Bi-lateral prep @ 6159 2:30pm - 2:50pm	EWM/David Shive/Bill to meet with Thomas Kurian, CEO, Google Cloud 2:45pm - 3:15pm
4pm		EWM/Allison to Tollgate #7 Prep @ 6159 3:15pm - 4:15pm	Bi-Weekly Check In with Jessica @ 3:30pm - 4pm Monthly Reminder: 3:30pm - 4pm
			EWM/Allison/Rob to daily sync @ 4pm - 4:15pm
5pm		EWM/Anahita Reilly to Monthly 1:1 Meeting @ 6159 4:30pm - 5pm	GSA/DOE to Meet @ GSA, 1800 F Street NW, Room 6159 4:15pm - 5:15pm
		EWM/Rob/Brian to Meet & Greet with Ms. Chris Stottmann @ 6159 5:15pm - 5:45pm	Desk Time 5:15pm - 6pm
6pm			CALL - EWM to speak with Dep. Sec. Censky, USDA @ 6159 6pm - 6:15pm
7pm			



	Wed 7/10	Thu 7/11	Fri 7/12
9am			HOLD 9am - 9:30am
10am	EWM to host Canadian Bi-lat meeting @ GSA, Room 6120 9:30am - 4:30pm	Administrator's Daily Huddle @ 9:15am - 9:30am	Administrator's Daily Huddle @ 6159 9:30am - 10am
		Travel time to EEOB 9:30am - 10am	
		Canadian Bilateral - Opening and 9:30am - 10am	
		Canadian Bilateral - Session 1 (Procurement) @ 6120 10am - 11am	EWM/Katie to SSLC speech run-through @ 6159 10:15am - 10:45am
11am			
		Canadian Bilateral - Session 2 (Real Property) @ 6120 11:15am - 12:15pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 11am - 11:30am
		EWM travel time to GSA 11:30am - 12pm	
12pm		Lunch 12pm - 1pm	EWM/Rob/Jeff/OGC to meet @ 6159 11:45am - 12:15pm
1pm		Canadian Bilateral - Lunch @ 6120 12:15pm - 1:15pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm
		Monthly Administrator/IG Meeting @ 6159 1pm - 2pm	Desk Time 1:30pm - 2:30pm
2pm		Canadian Bilateral - Phoenix Pay Presentation @ 6120 1:15pm - 2pm	
	Canadian Bilateral - Session 3 (Management of Real	Stop by Feds Feeds Families 2pm - 2:15pm	Travel time to EEOB 2:30pm - 3pm
3pm	PAC Meeting on Personnel Vetting Reform	Desk Time 2:15pm - 3pm	
		EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 3pm - 3:30pm	GSA/OPM/OMB Tollgate #7 @ EEOB 430 3pm - 4pm
4pm	Canadian Bilateral - Session 4 (Workplace) @ 6120 3:15pm - 4:15pm	Desk Time 3:30pm - 5pm	
	Canadian Bilateral - Closing @ 6120 4:15pm - 4:30pm		Travel time 4pm - 4:30pm
5pm			HOLD 4:30pm - 8pm
6pm	Personal 6pm - 10pm		
7pm			
8pm			
9pm			

	Sat 7/13	Sun 7/14	Mon 7/15
7am			
8am			
9am			(b) (6) 9am – 5pm
10am			Administrator's Weekly 10am – 10:30am
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			

	Tue 7/16	Wed 7/17	Thu 7/18
8am			(b) (6) @ South Court Auditorium, EEOB 7:30am - 8am
			HOLD 8am - 9am
9am			
			EWM travel time to GSA 9am - 9:30am
10am	EWM/Rob/Aimee to meet @ 6159 9:30am - 9:45am CALL - EWM to speak with 9:45am - 10am Emily Suzette SQS Sync @ 10am - 10:30am	Administrator's Daily Huddle @ 9:15am - 9:30am Travel time to SSLC event @ 9:30am - 10am EWM/SKK to participate in SSLC-SEA-NAPA-PPS Shared Services Program @ 1735 New York Ave NW, Washington, DC 20006, USA 10am - 10:45am	Administrator's Daily Huddle @ 6159 9:30am - 10am EWM/Jessica/Charles to follow-up meeting with Acting Administrator 10am - 10:30am
11am	EWM/Katie to SSLC speech run-through @ 6159 10:45am - 11:05am EWM/Allison/Rob/Alan/Jack to follow-up discussion @ 6159 11:15am - 12pm	Travel time to GSA 10:45am - 11am Desk Time 11am - 11:30am EWM/Rob/Mark/Pam to meet @ 6159 11:30am - 11:45am	CALL - EWM to call Cindy 10:45am - 11am CALL - EWM (b) (6) 11:10am - 11:15am
12pm	Travel Time 12pm - 12:30pm	Lunch 12pm - 1pm	EWM/Katie to ELP speech prep 11:30am - 12pm EWM/Michael to meet @ 6159 12pm - 12:15pm Lunch 12:15pm - 12:45pm
1pm	EWM/Julie (b) (6) @ The Bombay Club, 815 Connecticut Ave NW, Washington, DC 20006, USA 12:30pm - 1:30pm	EWM/FAS to GSA Fleet Tribal Support Letter discussion @ 6159 1pm - 1:30pm	EWM follow-up discussion @ 6159 12:45pm - 1:30pm
2pm	Travel time to GSA 1:30pm - 2pm EWM/Allison to Meet & Greet with Amy Haseltine @ 6159 2pm - 2:30pm	EWM to stop by Earl Warrington farewell reception @ 1459 1:30pm - 1:45pm EWM/Mark McHale to Monthly 1:1 @ 6159 2pm - 2:30pm	CALL - EWM to speak with Dep. 1:45pm - 2pm EWM/Anil to Bi-weekly 1:1 @ 2pm - 2:30pm
3pm	EWM/Carol to follow up discussion @ 6159 2:30pm - 3pm EWM to NewPay bi-weekly discussion @ 6159 3pm - 3:30pm	EWM Weekly Communications Huddle @ 6159 2:30pm - 3pm EWM/Michael to meet @ 6159 3pm - 3:15pm	Desk Time 2:30pm - 4:30pm
4pm	EWM/Allison/CFO WCF Briefing @ 6159 3:45pm - 4:45pm	EWM/Mary to meet @ 6159 3:30pm - 3:35pm EWM/Alan Weekly Catch-Up @ 6159 4pm - 4:30pm	Emile's Farewell Happy Hour @ Punch Bowl, Ballston 4pm - 7pm
5pm	EWM/Katie to speech run 4:45pm - 5pm Bi-Weekly Check In with Jessica @ 5pm - 5:30pm	Travel time to EEOB 4:30pm - 5pm	EWM travel time to WH 4:30pm - 5pm Monthly Principals Strategy Meeting @ WW 223 5pm - 6pm
6pm	CALL - EWM to call 5:30pm - 5:45pm CALL - EWM to call @ 6159 6pm - 6:15pm	EWM & MMW Biweekly Sync Up @ DDM Office, EEOB 260 5:30pm - 6pm Travel Time 6pm - 7pm	
7pm		(b) (6) 7pm - 8:30pm (b) (6) @	

	Fri 7/19	Sat 7/20	Sun 7/21
7am			
8am			
9am	CALL - GSA/HHS Weekly Check-in discussion @ 6159 9am - 9:30am		
10am	CALL - EWM to call Dianne 9:30am - 9:40am EWM/Jeff Post to meet 10am - 10:30am	Administrator's Daily Huddle @ 9:45am - 10am	
11am	EWM follow-up discussion @ 6120 10:30am - 11:30am	CALL - EWM to Call Major 11:15am - 11:30am	
12pm	CALL - EWM to Call Lisa 11:30am - 11:45am	Desk Time 11:45am - 12:30pm	
1pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm		
2pm	CALL - EWM/PBS/OGC to speak with Chairman Clayton, SEC @ 6159 1:30pm - 1:40pm EWM/Allison/Mary/Rob to weekly sync-up @ 6159 2pm - 2:30pm		
3pm	Desk Time 2:30pm - 3pm FAS Bi-Weekly Check-in @ 6159 3pm - 3:30pm		
4pm	EWM/FAS Section 846 Update @ 6159 3:30pm - 3:45pm Desk Time 4pm - 4:30pm		
5pm	EWM/Allison/Rob to daily sync-up 4:30pm - 5pm		
6pm			

	Mon 7/22	Tue 7/23	Wed 7/24
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
	Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Desk Time 10am - 10:30am	EWM/Rob/Steve to meet with Melissa Wojciak, Monster Inc. @ 10:15am - 10:45am
11am	EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM/Allison to USAccess System Security De-Brief @ 6120 10:30am - 11am	
12pm	EWM/Rob/Brian to Meet & Greet with Chris Godbey @ 6159 11:30am - 12pm	Monthly Acquisition Coordination meeting @ 6159 11:15am - 12pm	PBS Bi-weekly Check-In @ Conference Room 6159 11am - 12pm
	Lunch 12pm - 1pm	Lunch 12pm - 1pm	LUNCH 12pm - 1pm
1pm	EWM to coffee (b) (6) @ Greenberry's, 1805 E 1pm - 1:30pm	PBS Q3 QPR @ 6120 1pm - 2:30pm	Desk Time 1pm - 1:30pm
2pm	EWM/Charles to 1:1 Monthly @ 6159 1:45pm - 2:15pm		FAS Q3 QPR @ 6120 1:30pm - 3pm
3pm	EWM/Mary Gibert to Monthly 1:1 @ 6159 2:30pm - 3pm	EWM follow-up discussion @ 6159 2:30pm - 3pm	
	Desk Time 3pm - 3:30pm	GSA/DOD CMO to Update Discussion @ GSA, 1800 F Street, Room 6159 3pm - 4pm	EWM/OGP to meet @ 6159 3:15pm - 3:30pm
4pm	SES Leadership Monthly Meeting @ 1800 F Room 5001 / Regions Telepresence Room 3:30pm - 4:30pm		EWM/Allison to PTT Planning Update @ 6159 3:30pm - 4:30pm
5pm	Desk Time 4:30pm - 5:30pm	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 4:15pm - 4:45pm	Desk Time 4:30pm - 5pm
		EWM/Katie to BIG speech prep @ 6159 5pm - 5:30pm	CALL - EWM to speak with 5:15pm - 5:25pm
6pm		Travel Time 5:30pm - 6pm	Travel time to RHOB 5:30pm - 6pm
		(b) (6) 6pm - 7:30pm	EWM to stop by Judy Schneider Event @ Rayburn Cafeteria, RHOB 6pm - 7pm
7pm			
8pm			

	Thu 7/25	Fri 7/26	Sat 7/27
8am			
9am			
10am	<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div> <div>Desk Time 10am - 11am</div>	<div>Administrator's Daily Huddle @ 6159 9:30am - 9:45am</div> <div>CALL - GSA/OMB follow-up 9:45am - 10am</div> <div>OGP Q3 QPR @ 6120 10:15am - 11:45am</div>	
11am	EWM/FAS/PBS/OMA/OCIA to Secure Supply Chain Update @ 6120 11am - 12pm		
12pm	Lunch 12pm - 1pm	Desk Time 11:45am - 12:30pm	
1pm	EWM/Katie/Pam to ELP speech run through @ 6159 1pm - 1:15pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm	
2pm	Desk Time 1:30pm - 2:15pm	EWM coffee (b) (6) @ Greenberry's, 1:30pm - 2pm	
	EWM/Rob (b) (6) @ 6159 2:15pm - 2:45pm	CALL - EWM to speak to U/S Ellen Lord, DOD 2pm - 2:20pm	
3pm	EWM/Rob/Dan/OGC to follow-up discussion @ 6159 3pm - 3:30pm	EWM/Allison/CFO to GS 15 Risk Survey discussion @ 6159 2:30pm - 3pm	
	Desk Time 3:30pm - 4pm	EWM/Allison/Rob to sync-up @ 6159 3pm - 3:15pm	
4pm	EWM/Rob/Dan to follow-up @ 6159 4pm - 4:30pm	EWM/Alan Weekly Catch-Up @ 6159 3:45pm - 4:15pm	
	Desk Time 4:30pm - 5pm	Desk Time 4:15pm - 5pm	
5pm			
6pm			
7pm			

	Sun 7/28	Mon 7/29	Tue 7/30
9am			
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am
		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Desk Time 10am - 10:30am
11am		EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM/Katie/Pam to BIG Speech Run-through @ 6159 10:30am - 11am
			EWM/Rob/Jessica/Julie to follow-up @ 6159 11am - 11:15am
12pm		EWM/Allison to Administrator Dashboard update @ 6159 11:30am - 12pm	EWM/Comms to Social Media meeting @ 6159 11:30am - 12pm
		Lunch 12pm - 1pm	Lunch 12pm - 1pm
1pm		EWM/PBS/FAS to meet with Jonathan Satter, Secretary, Florida 1pm - 1:30pm	EWM/OGP to CAP Goal 5 Prep @ 6159 1pm - 1:30pm
		Desk Time 1:30pm - 2pm	Desk Time 1:30pm - 2pm
2pm		EWM to PBS FY21 Formulation Review @ 6120 2pm - 3:30pm	EWM to FAS FY21 Formulation Review @ 6120 2pm - 3:30pm
3pm			
4pm			Travel time to EEOB 3:30pm - 4pm
			Meeting with GSA @ EEOB 450 4pm - 4:30pm
5pm		Travel time to EEOB 4:30pm - 5pm	Travel time to GSA 4:30pm - 5pm
		MMW EWM Bi-Weekly @ EEOB 260 5pm - 5:30pm	Desk Time 5pm - 5:30pm
6pm			Travel Time 5:30pm - 6:30pm
7pm			(b) (6) 6:30pm - 8pm
8pm			

	Wed 7/31	Thu 8/1	Fri 8/2
8am			
9am			
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Travel time to EEOB 9:30am - 10am
11am	NewPay Discussion @ 6159 10am - 4pm	EWM/Anil to Bi-weekly 1:1 @ 6159 10:15am - 10:45am	Meet/Call: Huawei Section 889 @ DDM Office / Phone 10am - 10:45am
12pm		EWM to provide keynote at ELP Class 5 Graduation Ceremony @ Room 1425, 1800 F NW 11am - 12pm	Travel time to GSA 10:40am - 11am
1pm	CALL - EWM to speak with Carol 12:30pm - 12:45pm	Travel time to lunch 12pm - 12:30pm	EWM/Alan to Fed Times Interview @ 6159 11am - 11:45am
2pm		EWM (b) (6) @ The Exchange Saloon, 1719 G St NW, Washington, DC 20006, USA 12:30pm - 1:30pm	EWM/PBS to follow-up discussion @ CO, 6159 12pm - 12:30pm
3pm		Travel time 1:30pm - 1:45pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm
4pm		Desk Time 2pm - 3pm	CALL - EWM to speak with 1:30pm - 1:45pm
5pm		CALL - EWM/Dan to speak with 3pm - 3:15pm	EWM/Jack to Weekly 1:1 @ 1:45pm - 2:15pm
6pm		Bi-Weekly Check In with Jessica @ 3:15pm - 3:45pm	EWM to follow-up discussion @ 2:15pm - 2:30pm
7pm			Emily/Dan 1:1 @ 6159 2:30pm - 3pm
			Travel time to EEOB 3pm - 3:30pm
			SQS CAP Goal Meeting @ EEOB 248 3:30pm - 4:30pm
	EWM/Allison/Mary/Rob to weekly sync-up @ 6159 4pm - 4:30pm	EWM/Alan Weekly Catch-Up @ 6159 4pm - 4:30pm	Chat w/ Emily Murphy @ DDM Office 4:30pm - 4:45pm
		EWM/Reynold to Bi-weekly @ 6159 4:45pm - 5:15pm	Travel time to GSA 5pm - 5:30pm
	Suzette Emily Sync @ Oval Room, 800 Connecticut Ave NW, Washington, DC 20006 5:30pm - 6:30pm		



	Sat 8/3	Sun 8/4	Mon 8/5
			R7 Visit / BIG Conference
9am			
10am			
11am			
12pm			EWM/Kevin DCA - DFW (AA 429) @ Washington DCA 12pm - 3:19pm
1pm			
2pm			
3pm			
4pm			
5pm			EWM/Jessica/Julie to Update 4:30pm - 5pm
6pm			
7pm			
8pm			

	Tue 8/6	Wed 8/7	Thu 8/8
	R7 Visit / BIG Conference		
9am	Travel time to BIG @ Dallas, TX, USA 8:30am - 9am		
10am	EWM to Keynote/participate in BIG NTI Agency Forum @ Sheraton Dallas Hotel, 400 N Olive St, Dallas, TX 75201, USA 9am - 12pm		NBIB to DoD Tollgate #8 @ EEOB 210 9:30am - 11am
11am		Travel time to Los Alamos National Laboratory 10:30am - 11:30am	Travel time to Kirkland Air 10:30am - 11am
12pm		Meet with Los Alamos National Laboratory (LANL) 11:30am - 12:30pm	Meet and Greet with 377 Air Base Wing @ Kirtland Air Force Base, Kirtland AFB, Albuquerque, NM, USA 11am - 12pm
1pm	Meet and Greet/Lunch with GSA Dallas Service Center 12:20pm - 1:30pm	Tour LANL 12:30pm - 1:15pm	58th Special Operations Wing; Ground Orientation Presentation/Tour @ Kirtland Air Force Base, Kirtland AFB, Albuquerque, NM, USA 12pm - 1:10pm
2pm	Tour Earl Cabell Federal Building and U.S. Courthouse 1:30pm - 2pm	Travel time 1:15pm - 2:05pm	Meeting with Sandia National Laboratory @ Sandia National Laboratories, 1515 Eubank Blvd SE,
3pm	Tour new EPA Leased Space @ Renaissance Tower, 1201 Elm St, Dallas, TX 75270, USA 2pm - 3pm	Lunch in Santa Fe, NM 2:05pm - 3pm	Lunch at Sandia @ Sandia National 2:20pm - 3pm
4pm	Travel time to DFW 3pm - 4pm	Tour Santiago E. Campos United States Courthouse @ 106 S Federal Plaza, Santa Fe, NM 87501 3pm - 3:45pm	Travel time to ABQ 3pm - 3:30pm
5pm	DFW - Santa Fe (AA 3163) @ Dallas DFW 4:34pm - 6:22pm	Travel time to Albuquerque 3:45pm - 4:50pm	ABQ - DFW (AA 2712) @ Albuquerque ABQ 4:31pm - 6:25pm
6pm		Tour Albuquerque, NM PBS Assets 4:50pm - 7:30pm	
7pm	Check-in at Hotel @ 3347 Cerrillos Rd, Santa Fe, NM 87507, USA 7pm - 7:30pm		
	7pm - 7:30pm Check-in at Hotel @ 3347 Cerrillos Rd, Santa Fe, NM		7:52pm - 10:59pm EWM/Kevin DFW - DCA (AA 2752) @

	Fri 8/9	Sat 8/10	Sun 8/11
			Stay at Holiday Inn Express & Suites Peekskill-Lower Hudson Valley @ Holiday Inn Express &
8am			
9am	EWM (b) (6)		
10am	9am - 5pm		
11am	CALL - EWM/Allison/Ala 11am - 11:30am		
12pm			
1pm			
2pm			EWM/Reynold Flight to Westchester County (AA 5254) @ Washington DCA 1:07pm - 2:35pm
			Flight to Westchester County (AA 5254) @ Washington DCA 1:07pm - 2:35pm
3pm			Travel time to hotel 3pm - 4pm
4pm			Check-in to hotel @ Holiday Inn Express & Suites Peekskill-Lower 4pm - 4:30pm
5pm			
6pm			

	Mon 8/12	Tue 8/13	Wed 8/14
	Stay at Holiday Inn Express & Suites Peekskill-Lower Hudson Valley @ Holiday Inn Express &	(b) (6)	
8am		(b) (6) 7:30am - 8:30am	
9am	Travel time to West Point Academy 9:15am - 9:45am	EWM (b) (6) 9am - 5pm	Weekly Meeting with the Administrator @ 6159 9:30am - 10am
10am	EWM/Kevin/Reynold to Army Cyber Institute/West Point Academy Visit @ West Point, NY, USA 10am - 2:30pm	Administrator's Weekly 10am - 10:30am	Desk Time 10am - 10:30am
11am			EWM to Coffee Chat @ 6159 10:30am - 11:30am
12pm			Travel time to lunch 11:30am - 12pm
1pm			EWM to lunch with Derek Kan, OMB @ GCDC Grilled Cheese Bar, 1730 Pennsylvania Ave NW, Washington, DC 20006, USA 12pm - 1pm
2pm			Travel time to GSA 1pm - 1:15pm
			Desk Time 1:15pm - 1:45pm
			Bi-Weekly Check In with Jessica @ 6159 1:45pm - 2:15pm
3pm	Travel time Highland Falls, NY - DC 2:30pm - 7:30pm		EWM/OGP to IT Acquisition Update @ 6120 2:30pm - 3pm
	CALL: EWM/Rob to sync-up 3pm - 3:30pm	Monthly Reminder: 3:30pm - 4pm	EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 3:15pm - 3:45pm
4pm			EWM/Rob/Dan/Jack/Jeff to Update @ 6159 4pm - 4:15pm
5pm			1630-1700 Biweekly DEOS Principals Update @ GSA, Room 4:30pm - 5pm
			EWM & MMW Biweekly Sync Up @ GSA, Emily's Office 5pm - 5:30pm
6pm	Flight to Washington (AA 5544) @ Westchester County HPN 5:20pm - 6:53pm		CALL - EWM to speak with Dep. Sec. Censky 5:30pm - 5:45pm
7pm			

	Thu 8/15	Fri 8/16	Sat 8/17
8am			
9am			
10am	<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div> <div>EWM/Rob/Carla/Kevin to meet @ 6159 10am - 10:30am</div>	<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div> <div>EWM/Allison/Mary/Rob to weekly sync-up @ 6159 10:15am - 10:45am</div>	
11am	<div>EWM/Anil to Bi-weekly 1:1 @ 6159 10:45am - 11:15am</div>	<div>EWM/Alan Weekly Catch-Up @ 6159 11am - 11:30am</div>	
12pm	<div>EWM/Allison/Rob to Pre-brief with Julie @ 6159 11:30am - 12pm</div> <div>Travel time to lunch 12pm - 12:15pm</div> <div>EWM/Rob to lunch 12:15pm - 1:15pm</div>	<div>EWM/Rob/Jack/Jeff/Pam to meet @ 6159 11:30am - 12pm</div> <div>(HOLD) Ethics Training (MANDATORY) @ 1461 12pm - 1:30pm</div>	
1pm			
2pm	<div>CALL - GSA/HHS Weekly Check-in discussion @ 6159 1:30pm - 2pm</div> <div>Suzette Emily Call @ Dial-In Provided 2pm - 2:30pm</div> <div>Desk Time 2:30pm - 3pm</div>	<div>EWM/Katie/Pam to NVTC speech prep @ 6159 1:30pm - 2pm</div> <div>EWM/Jack to Weekly 1:1 @ 6159 2pm - 2:30pm</div>	
3pm	<div>EWM to NewPay bi-weekly discussion @ 6159 3pm - 3:45pm</div>	<div>EWM/LaFondra/Reynold to de- 2:45pm - 3pm</div> <div>Monthly Acquisition Coordination meeting @ 6159 3pm - 4pm</div>	
4pm	<div>Emily/Dan 1:1 @ 6159 4pm - 4:30pm</div>	<div>EWM/Mary/Bob to sync-up @ 4pm - 4:10pm</div> <div>EWM/Allison/Rob/Jack to sync-up 4:15pm - 4:45pm</div>	
5pm	<div>Suzette Emily Follow-Up Call @ Dial-In Provided 4:45pm - 5:15pm</div>		
6pm			
7pm			

	Sun 8/18	Mon 8/19	Tue 8/20
		EWM (b) (6)	
5am			
6am			
7am			
8am			
9am			
10am		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	
11am			
12pm			
1pm			
2pm			
3pm			

	Wed 8/21	Thu 8/22	Fri 8/23
	EWM (b) (6)		
7am			
8am			
9am			
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			

	Sat 8/24	Sun 8/25	Mon 8/26
8am			
9am			
10am			EWM/Allison/Rob/Jack to meeting @ 6159 9:30am - 10am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			Administrator's Daily Huddle @ 6159 10:30am - 11am
			Desk Time 11am - 11:30am
12pm			EWM/Mary Gibert to Monthly 1:1 @ 6159 11:30am - 12pm
1pm			Monthly Administrator/IG Meeting @ 6159 12:15pm - 1:15pm
			Lunch 1:15pm - 2pm
2pm			EWM Weekly Communications Huddle @ 6159 2pm - 2:30pm
3pm			EWM to speak with Mary 2:30pm - 2:45pm
			EWM/PBS/OGC to pre-brief @ 2:45pm - 3:15pm
4pm			SES Leadership Monthly Meeting @ 1800 F Room 5001 / Regions Telepresence Room 3:30pm - 4:30pm
5pm			Desk Time 4:30pm - 5:30pm
6pm			
7pm			



	Tue 8/27	Wed 8/28	Thu 8/29
9am			
10am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
	EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 10am - 10:30am	CALL - EWM to call Emma 10am - 10:15am	EWM/Comms to Social Media meeting @ 6159 10:15am - 10:45am
		EWM/FAS/OSBU to FY 20/21 10:15am - 10:	
11am	CALL - EWM to call Alan 10:45am - 11am		
	Desk Time 11am - 11:30am	EWM/Julie to meet with Jeri Somers & Erica Beardsley, GSA's CBCA @ 6159 11am - 12pm	EWM/FAS/CIO to GSA Advantage & beta.SAM update @ 6120 11am - 12pm
12pm	EWM to NewPay bi-weekly discussion @ 6159 11:30am - 12pm		
	Lunch 12pm - 1pm	EWM/Lenny to lunch @ 6159 12pm - 1pm	Lunch 12pm - 1:30pm
1pm			
	FAS Bi-Weekly Check-in @ 6159 1pm - 2pm	EWM/TTS/CIO/OGC/OGP to .Gov discussion @ 6159 1pm - 1:30pm	
2pm		CALL - EWM to speak with Jon Hassinger 1:30pm - 2pm	CALL - GSA/HHS Weekly Check-in discussion @ 6159 1:30pm - 2pm
	EWM/FAS Section 846 Update @ 6159 2pm - 2:15pm	EWM (b) (6) @ Greenberry's, 1805 E St 2pm - 2:30pm	Desk Time 2pm - 2:30pm
3pm	EWM/Mark McHale to Monthly 1:1 @ 6159 2:30pm - 3pm	(b) (6)	EWM/Alan Weekly Catch-Up @ 6159 2:30pm - 3pm
	Desk Time 3pm - 4pm	2:45pm - 3:30pm	
4pm		PBS Bi-weekly Check-In @ Room 6159 3:30pm - 4:30pm	EWM (b) (6) @ Greenberry's, 1805 E St NW, 3:15pm - 3:45pm
	EWM to meet with Chairman Clayton, SEC @ 6159 4pm - 4:45pm		EWM to Threat Briefing with Joyce Corell, DNI @ GSA SCIF, B307 4pm - 5pm
5pm		Desk Time 4:30pm - 5pm	
	EWM/Charles to 1:1 Monthly @ 6159 5pm - 5:30pm	EWM/Allison/Rob/Jack to sync 5pm - 5:30pm	EWM/Allison/Rob to daily sync @ 6159 5:15pm - 5:45pm
6pm		EWM travel time 5:30pm - 6:30pm	CALL - EWM to speak with ASAM Bryan Slater, DOL @ 6159 5:45pm - 6pm
7pm		(b) (6)	
		6:30pm - 7:30pm	
8pm			

	Fri 8/30	Sat 8/31	Sun 9/1
8am			
9am			
10am	<div>Administrator's Daily Huddle @ 6159 9:30am - 10am</div>		
	<div>EWM/Allison to take picture 10:10am - 10:</div> <div>EWM/Allison/Mary/Rob to weekly 10:15am - 10:</div>		
11am	<div>CALL - EWM (b) (6) 11am - 11:30am</div>		
12pm	<div>CALL - EWM to call Bob De Luca 11:30am - 11:</div> <div>EWM/Rob to Meet &amp; Greet 11:45am - 12:</div>		
1pm	<div>Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm</div>		
2pm	<div>EWM/Allison/OSC to OSC Consolidation Update @ 6159 1:30pm - 2pm</div>		
	<div>EWM/Jack to Weekly 1:1 @ 6159 2:15pm - 2:45pm</div>		
3pm	<div>EWM/Allison/Rob to daily sync @ 6159 2:45pm - 3:15pm</div>		
4pm	<div>Desk Time 3:15pm - 5pm</div>		
5pm			
6pm			
7pm			

	Mon 9/2	Tue 9/3	Wed 9/4
	Labor Day		
7am			
8am			(b) (6) @ South Court Auditorium, EEOB 7:30am - 8am
			HOLD 8am - 9am
9am			Travel time to EEOB 9am - 9:30am
10am		Weekly Meeting with the Administrator @ 6159 9:30am - 10am	EWM to attend Dr. Wooten Swearing in @ Indian Treaty Room, EEOB 9:30am - 10:30am
		Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Travel time to DOL 10:30am - 11am
11am		EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM/Anil to meet with A/S Bryan Slater, DOL @ United States Department of Labor, Room S2203, 200 Constitution Ave NW, Room S2203 11am - 12pm
12pm		Lunch 11:15am - 12pm	EWM/Bryan Slater to lunch 12pm - 1pm
		Travel time to USDA @ 6151 then East Courtyard 12pm - 12:30pm	
1pm		EWM/Anil to Meet with Dep. Sec. Steve Censky, USDA @ United States Department Of Agriculture, 1400 Jefferson Dr SW, Washington, DC 20250 12:30pm - 1:45pm	Travel time to GSA 1pm - 1:30pm
		EWM/Dep Censky to NewPay discussion @ USDA, Dep. Sec. office 1:15pm - 2pm	EWM/David to meet with Royal Hansen, Vice President of Cloud 1:30pm - 2pm
2pm		Travel time to GSA 2pm - 2:30pm	EWM to Pre-brief meeting 2pm - 2:30pm
3pm		EWM/Katie/Pam to NVTC speech run-through @ 6159 2:30pm - 3pm	Desk Time 2:30pm - 3pm
		EWM/Allison/Rob to Budget Discussion @ 6159 3pm - 4pm	Emily/Dan 1:1 @ 6159 3pm - 3:30pm
4pm		GSA/OMB to IAE Draft Funding Models Meeting @ GSA, 1800 F Street, Room 6120 4pm - 5pm	EWM/David Shive to Monthly Meeting @ 6159 3:45pm - 4:15pm
5pm		EWM to speak with Alan Thomas @ 6159 5pm - 5:30pm	
6pm			

	Thu 9/5	Fri 9/6	Sat 9/7
9am			
10am	Travel time to PMC 9:30am - 10am  September PMC Executive Meeting @ EEOB, Room 208 10am - 11:30am	Administrator's Daily Huddle @ 6159 9:30am - 10am  EWM (b) (6) @ Greenberry's, 1805 E St NW, 10:15am - 10:45am  EWM/Katie/Pam to NVTC run through @ 6159 11am - 11:30am  Desk Time 11:30am - 12:30pm	
11am	Desk Time @ MMW's office EEOB 11:30am - 12pm  EWM (b) (6) @ EEOB 238 12pm - 12:30pm	Weekly Lunch Meeting @ 6120 12:30pm - 1:30pm  EWM/Jack to Weekly 1:1 @ 6159 1:30pm - 2pm  EWM/Carla to Child Care 2:15pm - 2:30pm EWM/Allison/Rob /LaFondra to 2:30pm - 3pm  Desk Time 3pm - 3:30pm  EWM/Rob/Julie to Sync @ 6159 3:30pm - 4pm  EWM/TTS to Login.gov update @ 6159 4:15pm - 4:45pm  EWM to Jessica update 4:45pm - 5pm CALL - EWM to speak with 5pm - 5:30pm  Travel time 5:30pm - 6pm  (b) (6) 6pm - 8pm	
12pm			
1pm	Travel time to GSA 12:45pm - 1:15pm  Lunch 1:15pm - 2:15pm		
2pm			
3pm			
4pm			
5pm			
6pm			
7pm			
8pm			

	Sun 9/8	Mon 9/9	Tue 9/10
7am			
8am			Travel time to NVTC event 7:30am - 8:20am
9am		(b) (6) 8:30am - 9:30am	EWM to keynote NoVA Technology Council Board of Directors meeting @ 7940 Jones Branch Dr, Tysons, VA 22102, USA 8:20am - 9:30am
10am		Administrator's Daily Huddle @ 6159 9:30am - 10am Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am	Travel time to GSA 9:30am - 10:30am
11am		EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	Weekly Meeting with the Administrator @ 6159 10:30am - 11am Desk Time 11am - 11:45am
12pm		EWM/Reynold to Bi-weekly @ 6159 11:30am - 12pm Lunch 12pm - 1pm	Travel time to lunch 11:45am - 12pm EWM/Allison, (b) (6) to lunch @ Garden Cafe, 2116 F St NW, Washington, DC 20037, USA
1pm		EWM (b) (6) @ Greenberry's, 1805 E St NW, 1pm - 1:30pm Desk Time 1:30pm - 2pm	Travel time to GSA 1pm - 1:30pm EWM/Allison/Rob to Daily Sync @ 6159 1:30pm - 2pm
2pm		EMW/Anahita Reilly to Monthly 1:1 Meeting @ 6159 2pm - 2:30pm EWM/Allison/Rob to Daily Sync @ 6159 2:30pm - 3pm	EWM to speak with Beth @ 6159 2pm - 2:30pm EWM to NewPay bi-weekly discussion @ 6159 2:30pm - 3pm
3pm		Desk Time 3pm - 5pm	Desk Time 3pm - 3:30pm EWM (b) (5) to lunch @ 3:30pm - 4pm Monthly Reminder: 3:30pm - 4pm
4pm			EWM to stop by Laura Stagner Retirement @ 1459 4pm - 4:30pm
5pm			
6pm			

	Wed 9/11	Thu 9/12	Fri 9/13
8am			(b) (6) 8am - 9am
9am			Travel time to GSA 9am - 9:30am
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am
	Desk Time 10am - 11am	EWM (b) (6) 10am - 10:30am	CALL - EWM to call 10am - 10:30am
11am		CALL - EWM to speak with Kari Bingen 10:30am - 10:45am	CALL - EWM to speak with Kari Bingen 10:30am - 11am
	EWM (b) (6) @ Greenberry's, 1805 E St NW, 11am - 11:30am	Travel time to CISA 11am - 11:30am	EWM/Alan Weekly Catch-Up @ 6159 11am - 11:30am
12pm	Desk Time 11:30am - 12pm	EWM to meet with Director Chris Krebs, CISA @ CISA HQ, 11:30am - 12pm	EWM to OCR EEO Policy Statement 11:45am - 12:15pm
	Lunch 12pm - 1pm	Travel time to GSA 12:15pm - 12:45pm	Weekly Team Lunch 12:30pm - 1:30pm
1pm	EWM/Anil to Bi-weekly 1:1 @ 6159 1pm - 1:30pm	Lunch 12:45pm - 1:45pm	
2pm	OLU Training 1:30pm - 2:30pm	Bi-Weekly Check In with Jessica @ 6159 1:45pm - 2:15pm	EWM/Jack to Weekly 1:1 @ 6159 2:15pm - 2:45pm
3pm		EWM & MMW Biweekly Sync Up @ Emily's Office 2:30pm - 3pm	EWM/Pam/Katie to ACT-IAC Imagine Nation speech prep @ 6159 2:45pm - 3:30pm
		Emily/Dan 1:1 @ 6159 3:15pm - 3:45pm	
4pm		EWM/Allison to FAS CLS and SRMS results @ 6159 4pm - 5pm	EWM to speak with Jessica 3:45pm - 4pm
5pm		EWM/Allison/Rob to Daily Sync @ 6159 5pm - 5:30pm	Desk Time 4pm - 5pm
6pm		CALL - EWM (b) (6) 5:45pm - 6:15pm	
7pm		(b) (6) 6:50pm - 9pm	
8pm			

	Sat 9/14	Sun 9/15	Mon 9/16
8am			
9am			
10am			Administrator's Daily Huddle @ 6159 9:30am - 10am
			Administrator's Weekly Coordination Meeting @ Room 6120 10am - 10:30am
11am			EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am
12pm			EWM/Allison/Mary/Rob to weekly sync-up @ 6159 11:30am - 12pm
			Lunch 12pm - 1pm
1pm			EWM/Jeff 1:1 OCIA Monthly Meeting @ 6159 1pm - 1:30pm
			Desk Time 1:30pm - 2pm
2pm			EWM to RWA Fee Reform (OMB) @ 3042 2pm - 2:45pm
3pm			Desk Time @ 6159 2:45pm - 3:15pm
			EWM/Pam/Katie to WH Leadership Development Program Fellows 3:15pm - 3:45pm
4pm			FY2020 Strategic Communications and Messaging 4pm - 4:30pm
			EWM/Rob to sync @ 6159 4:30pm - 5pm
5pm			OCR All Hands Welcome Reception 5pm - 5:30pm
6pm			
7pm			

	Tue 9/17	Wed 9/18	Thu 9/19
			EWM (b) (6)
8am			
9am			(b) (6) 9am - 5pm
10am	EWM to FAS CFC kickoff event @ 1460 9:30am - 10am	Administrator's Daily Huddle @ 6159 9:30am - 10am	
	Weekly Meeting with the Administrator @ 6159 10am - 10:30am	EWM to say hello at OSC All-Hands Meeting @ Room 1159 10am - 10:15am	
11am	Desk Time 10:30am - 12pm	FAS Bi-Weekly Check-in @ 6159 10:30am - 11:30am	
12pm		EWM/FAS Section 846 Update @ 6159 11:30am - 11:45am	
	Lunch 12pm - 1pm	Lunch 12pm - 1pm	
1pm		EWM/Rob/Jeff to sync @ 6159 1pm - 1:30pm	
	EWM to SAMHSA Update 1:15pm - 1:45pm	Desk Time 1:30pm - 2:30pm	
2pm	EWM/Alan Weekly Catch-Up @ 6159 2pm - 2:30pm		
	Desk Time 2:30pm - 3pm	EWM travel time to WW 2:30pm - 3pm	
3pm	EWM/Mary Davie to SQS Talking Points 3pm - 3:15pm	AI CoE Follow Up @ WW 223 3pm - 4pm	
4pm	Travel time to EEOB 3:30pm - 4pm	TY event for Michael Gelber 3:30pm - 5pm	Gelber Recognition Event @ 6159 3:30pm - 4:30pm ?
	Bi-Weekly Meeting with GSA @ EEOB 450 4pm - 4:30pm		
5pm	EWM travel time to GSA 4:30pm - 5pm		
	EWM/Allison/Rob to daily sync @ 6159 5pm - 5:30pm		
6pm			



	Fri 9/20	Sat 9/21	Sun 9/22
	EWM (b) (6)		
8am			
9am	(b) (6) 9am - 5pm		
10am			
11am			
12pm			
1pm			
2pm			
3pm			
4pm			
5pm			
6pm			

	Mon 9/23	Tue 9/24
8am		
9am		
10am	Administrator's Daily Huddle @ 6159 9:30am - 10am Administrator's Weekly Coordination Meeting @ Room 6120 - Call In #: (b) (6) 10am - 10:30am	Weekly Meeting with the Administrator @ 6159 9:30am - 10am EWM to Stop by OSBU PAC Meeting @ 1459 10am - 10:10am EWM/Julie (b) (6) 10:15am - 10:45am
11am	EWM Weekly Communications Huddle @ 6159 10:45am - 11:15am	EWM/David Shive to Monthly Meeting @ 6159 10:45am - 11:15am
12pm	EWM to Hill Meeting Pre-brief 11:30am - 12pm Lunch 12pm - 1pm	EWM to NewPay bi-weekly discussion @ 6159 11:30am - 12pm Lunch 12pm - 1pm
1pm	EWM to Talk to Lenny 1pm - 1:10pm	EWM to Coffee Chat @ 6159 1pm - 2pm
2pm	(b) (6) @ 6159 1:30pm - 2:30pm EWM (b) (6) @ Greenberry's, 1805 E St NW, Washington, DC 20006, USA 2:30pm - 3pm EWM/Allison to OCE Check-in 3:05pm - 3:20pm SES Leadership Monthly Meeting @ 1800 F Room 5001 / Regions Telepresence Room 3:30pm - 4:30pm	EWM/Pam/Katie to Procurement Roundtable run through 2:15pm - 2:45pm Desk Time 2:45pm - 3:15pm EWM Travel Time 3:15pm - 3:45pm EWM to Meet with Chairman Quigley 3:45pm - 4:30pm Travel time 4:30pm - 5pm
3pm		
4pm		
5pm	EWM/Charles to 1:1 Monthly @ 6159 4:45pm - 5:15pm EWM/FAS to Schedules Update 5:15pm - 5:45pm	
6pm		
7pm		